INTERCONGRESS

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SERVICE MANUAL FOR EXHIBITORS

- Industrial Exhibition -

German Congress of Orthopaedics and Trauma Surgery

Berlin, October 23 – 26, 2012

ATTENTION: New entry situation – every participant of the congress and every exhibitor has to register for the congress – no more free permits (cf. point A.19)

Messegelände / ICC Berlin
Messedamm 22
14055 Berlin
Germany

as of April 2012

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A. General Information

1. Congress: German Congress of Orthopaedics and Trauma Surgery 2012
98th Annual Conference of the German Society of Orthopaedic Surgery (DGOOC),
53rd Annual Conference of the Professional Association of Orthopaedic Specialists (BVOU),
76th Annual Conference of the German Society of Trauma Surgery (DGU)

2. Date: October 23 - 26, 2012

3. Venue:

Messe Berlin	ICC Berlin
Messedamm 22	Neue Kantstraße
14055 Berlin, Germany	D-14057 Berlin, Germany
Phone: +49 30 3038-2095	Phone: +49 30 3038-3067

4. Organiser: Intercongress GmbH

5. Congress Presidents:

BVOU:
Dr. med. Andreas Gassen
Orthopädie am Kö-Bogen
Schadowplatz 12
40212 Düsseldorf, Germany

DGOOC:
Prof. Dr. med. habil. Wolfram Mittelmeier
Universitätsklinikum Rostock (AöR)
Orthopädische Klinik und Poliklinik
Doberaner Str. 142
18057 Rostock, Germany

DGU:
Prof. Dr. med. Christoph Josten
Universitätsklinikum Leipzig AöR
Klinik für Unfall-, Wiederherstellungs- und Plast. Chirurgie
Liebigstr. 20
04103 Leipzig, Germany

6. Organisation of the industrial exhibition:
Intercongress GmbH
Lisa Dewes
Wilhelmstr. 7
65185 Wiesbaden, Germany
Phone: +49 611 97716-45
Fax: +49 611 97716-16
lisa.dewes@intercongress.de
www.intercongress.de

7. Exhibition areas: ICC: Brückenfoyer, Hauptfoyer, Mittelfoyer, Seitenfoyer blau and rot
Messegelände: Hall 13, 14.1, 14.2, 15.1, 15.2, 16, 17

8. Max. building height:

ICC:	between 2.30m and 9.20m (see plan)
Hall 14.1, 15.1:	between 3.99m and 6.06m (see plan)
Hall 14.2, 15.2:	between 2.30m and 3.85m (see plan)
Hall 17:	7.00m

Please note that booth constructions over 4.00 m and two-storeyed booths are generally subject to authorisation with a detailed plan for approval! (cf. order form 5)

9. Flooring:

ICC:	grey carpet
Halls 13, 14.1:	wooden plates (it is compulsive to lay own flooring)
Halls 14.2, 15.2:	dark grey carpet tiles + blue carpet in parts
Halls 15.1, 16, 17:	wooden plates (it is compulsive to lay own flooring)

Floor coverings may only be laid if the adhesive material can be removed completely. Subsequent costs incurring through non-observance will be charged to the exhibitor.

10. Conditions:

See General Terms and Conditions of Business for the Rental of Exhibition Space (part B), General and technical terms of the ICC Berlin (part C) and Technical terms of the Messe Berlin GmbH (part D).

11. Times:

Set-up:

Trade fair grounds (Hall 13, 14.1, 15.1, 16, 17):

Friday, October 19, 2012	08.00 –20.00 h
Saturday, October 20, 2012	08.00 - 20.00 h
Sunday, October 21, 2012	08.00 - 20.00 h
Monday, October 22, 2012	08.00 - 18.00 h

Trade fair grounds (Hall 14.2, 15.2):

Monday, October 22, 2012	08.00 - 20.00 h

ICC:

Monday, October 22, 2012	08.00 - 20.00 h

Opening Hours:

Tuesday, October 23, 2012	09.00 - 18.00 h
Wednesday, October 24, 2012	09.00 - 18.00 h
Thursday, October 25, 2012	09.00 - 18.00 h
Friday, October 26, 2012	09.00 - 16.30 h

From 07.00h to 08.30h and after 18.00h (Friday 16.30h), persons with a valid exhibitors' badge can use the entrances "Nord" and "Süd" of the ICC.
From 08.30h to 18.00h (Friday 16.30h), only the main entrance "Kleiner Stern" is open.

Dismantling:

ICC:

Friday, October 26, 2012	16.30 - 22.00 h

Trade fair grounds (Hall 14.2, 15.2):

Friday, October 26, 2012	16.30 - 22.00 h

Trade fair grounds (Hall 13, 14.1, 15.1, 16, 17):

Friday, October 26, 2012	16.30 - 22.00 h
Saturday, October 27, 2012	08.00 - 22.00 h

Please send an email to julia.hennen@intercongress.de regarding questions concerning a payable advanced set-up or prolonged dismantling.

It is forbidden to dismantle before Friday, 16.30 h ! Untimely dismantling or partial broaching of the booths is not admissible and will be punished with a contractual penalty of 50% of the rental fee.

Furthermore, with untimely dismantling, 1 loyalty point will automatically be drawn off.

12. Delivery:

For booth material in the trade fair grounds “Messe Berlin" (Halls 13 – 17): Use gate 9 to reach the courtyard of the „Funkturm“.

For booth material in the “ICC” (Brückenfoyer, Hauptfoyer, Mittelfoyer, Seitenfoyer blau & rot):
Use “ICC Wirtschaftshof”, entrance "Neue Kantstraße".

Please order a fork lift on time and bring along your own roll lifting cart or other means of transportation respectively (wheels with rubber coating!). (cf. order form 8)

Please note that there is a deposit you have to pay entering the trade fair grounds or the ICC. It costs 100 € for 2-5 hours, higher amounts can be charged depending on the size of the truck.

IMPORTANT: The access to the delivery area of the ICC Berlin and the entire trade fair grounds of the Messe Berlin are situated inside of the Environmental Zone. Thus, a sticker for trucks/cars is needed for deliveries in this area.

Please note that the Messe Berlin assumes NO liability for deliveries. Please make sure that there is a person in charge on your stand to receive deliveries.

13. Storage:

Not possible at the trade fair grounds and ICC (please use Schenker, order form 8!)

14. Parking:

Free truck parking is possible at car park „AVUS Nordkurve“.
Free car parking in limited number is possible opposite the main entrance „Kleiner Stern“. Payable car parking is available on P3, directly in front of hall 17. Please fill in order form 7 to reserve!

15. Public transportation:

S-Bahn: S41, S42, S 45, S46 and S 47 Messe Nord/ICC or: S 7 and S 9 Westkreuz (short walk), U-Bahn: U2 Kaiserdamm (five minute walk), Bus: X 34, X 49, 104, 139, 149, 218 Messedamm/ZOB/ICC.

16. Hotel reservation:

Directly at the hotels using the keyword „Intercongress“
(Please cf. hotel list, form 2).

17. Exhibitor’s badges:

Will be available at the Exhibitor’s Service Desk from October 22, 2012 in hall 17 next to the registration - close to the main entrance “Kleiner Stern.” The badges are valid to visit all lectures.
Because of safety reasons there will be a central check point next to the registration desk. Please order enough badges for all your staff before the congress. (cf. order form 1)

18. Set-up and dismantling badges:

Have to be worn AT ALL TIMES because of safety reasons (cf. order form 19)

19. Entry tickets : cf. order form 1
Because of the restrictions of the pharmaceutical industry the organizer will not be allowed to distribute "Passierscheine" anymore. From 2012, every person wishing to enter the congress ground needs to register via order form, internet or on-site. These entry tickets will cost 20,-€ per day and person if doctors wish to enter the congress without hearing the lectures (without certification, without attending the scientific programme).

All exhibitors need to have an exhibitor's badge.

Any parcel service and supplier need to contact the exhibitor's service desk. One of the team members will then contact the booth personnel or accompany the supplier to the booth.

20. Stand construction: Please cf. corresponding order form 3.
Booth walls bordering on other booths have to be white and free of any advertisement above 2.50 m.

21. Furniture: Please cf. corresponding order form 4.

22. Waste disposal: Every exhibitor is obliged to clean up his own waste. Large amounts of left waste as well as hazardous waste will be charged separately. Please avoid producing waste and therefore costs by taking your empty containers back with you.
In any case, please return order form 9 back to the Messe Berlin (MB Capital Services). If the order form is not returned, an additional fee can be charged for taking care of waste left behind after dismantling.

23. Flowers: Please cf. corresponding order form 10.

24. Catering: The official caterer for your orders in Berlin is Capital Catering GmbH (cf. order form 11). Exceptions will only be accepted if you get the permission from Capital Catering GmbH.

25. Electricity: Please cf. corresponding order form 12.

26. Liability: The Organiser assumes no liability neither for damages on goods and booth material nor on consequential damages. For theft, neither Intercongress GmbH, nor the Organiser, nor the Messe Berlin assume liability.

27. Insurance: It is recommended to the exhibitors to organise insurances for the stand and the exhibits.

28. Personnel: Please cf. order form 13.

29. Guarding: Messe Berlin / ICC is locked at night. However, all kinds of people have keys to the premises (Cleaning personel, all employees of the Messe Berlin) and therefore neither Messe Berlin / ICC nor the Organiser nor Intercongress GmbH shall be liable for loss or damage of exhibits or stand fittings. We therefore recommend not leaving valuable goods in / at booths or ordering a stand guard at Messe Berlin (see order form 14).

30. Cleaning: A general cleaning of the corridors is included in the rental fees. Individual stand cleaning can be ordered with order form 15.

31. Technical equipment: Please book technical equipment directly from the catalogue of our partner

Estensis. You can download the current catalogue on the left side of the website: http://www.estensis.de/itrental.php

Please use the booking form in the catalogue to order or send an email directly to rental@estensis.de

32. Telecommunication: Phone-, Fax-, ISDN- and Internet connections can be ordered at Messe Berlin (see order form 16). Free WLAN is provided on the congress grounds.

33. Water installation: Please cf. order form 17 for installation in halls 13, 14.1, 15.1, 16 and 17. In the foyers of the ICC, water installations are very limited.

34. Activities outside your own booth: Activities outside the booths such as advertising or interviewing are not welcomed. Advertisement beyond the stand area is subject to approval and has to be ordered as extra advertising; costs from € 10.000,- plus VAT per person/ day will apply.

35. Permissions: The exhibitor is responsible that he disposes of all necessary permissions concerning his work and his personnel and complies with applicable regulations.

36. Congress Logo: The use of the congress logo is only allowed for the purpose of inviting doctors to the congress. Other use is forbidden and will be subject to a penalty.

37. Press conference: Press conferences of exhibitors may be carried out only if they are officially announced through Thieme (Ms. Döbler, Tel. +49 711 8931-115, E-Mail: doebler@medizinkommunikation.org) and approved by all 3 presidents.

38. Tax refund: Companies, which haven't got their domicile in Germany and thus are not liable to tax on sales, have the possibility to claim back value added tax charged by Intercongress from the Bundeszentralamt für Steuern in Bonn. Please inform yourself as quickly as possible on the internet at: http://www.bzst.bund.de/ to retrieve paid taxes.

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General Terms and Conditions of Business for the Rental of Exhibition Space

1. Preamble

1.1. Contracting parties to the rental agreement shall be the Organiser and the Exhibitor. The Organiser will be published in the printed material of the event. In case Intercongress GmbH is not the Organiser of the event, the Organiser shall be represented by Intercongress GmbH, Wilhelmstr. 7, 65185 Wiesbaden, Germany (here after "IC") for the purposes of concluding and amending the agreement and exercising dispositive rights as well as performance under the agreement.

1.2. Services on the part of the Exhibitor shall be rendered exclusively on the basis of these General Terms and Conditions of Business. They shall also apply to the participation of the Exhibitor in future events arranged by the Organiser provided that the latter is represented by IC in this regard. Any Terms and Conditions of the Exhibitor which shall deviate from or conflict with these Terms and Conditions of Business shall not be accepted, not even in the event of the Organiser performing his services without further reservations.

2. Quotation and Conclusion of Contract

2.1. Quotations made in prospectuses, advertisements etc. shall be subject to change without notice and without obligation, also with regard to price details. Submission of the completed stand application form shall represent an offer to contract on the part of the Exhibitor. The Exhibitor shall be bound to this offer until four weeks after the deadline of receipt stated on the application form. In case this deadline has already expired, he shall be bound to his offer for four weeks. In the case of a businessman, the contents of the stand confirmation shall be binding for the agreement, even if these differ from the contents of the application and the Exhibitor does not object to the amendment within 14 days.

2.2. The agreement shall also include the house rules, the product classification as well as the organizational and technical provisions which shall be forwarded to the Exhibitor prior to the event.

3. Authorization to Exhibit

3.1. IC shall decide upon consultation with the Organiser on the authorization of an Exhibitor. A right to be authorized shall not exist.

3.2. The event shall in the first instance be open to manufacturing companies. Distributors and importers may not be authorized as Exhibitors unless they are able to produce evidence of having exclusive sales rights for the Federal Republic of Germany. In each case, only one stand may be rented for the same products of one manufacturer and used for the agreement. In case that the Exhibitor has not fulfilled these prerequisites, the Organizer may rescind the Agreement.

3.3. The Exhibitor shall only be permitted to use the stand himself. Assignment of the entire stand or the part thereof to other companies shall require the consent of the Organisers. The latter may increase the price (Clause 6). The Co-exhibitors shall be joint and each liable for all contractual obligations.

4. Allocation of Exhibition Space

4.1. Exhibition space shall be allocated according to the order of receipt of applications. The date of receipt by IC shall be decisive.

4.2. Notwithstanding the stand confirmation, IC shall reserve the right to subsequently allocate a differently positioned stand to the Exhibitor, alter the area of his exhibition space, relocate or close entrances and exits to the exhibition site or to the halls, provided that, taking into consideration the interests of the Organiser, such alteration shall be fair and reasonable for the Exhibitor. Should adherence to the stand confirmation present an unreasonable degree of hardship for the Organiser, yet such alteration be unacceptable to the Exhibitor, the former may rescind the agreement.

5. Stand Construction and Design

5.1. The construction and design of the stand must comply both with the general rules on competition and regulative law and with the technical safety regulations. Visual or acoustic disturbance of adjacent areas must be avoided.

5.2. The stands must be manned during opening times and equipped with exhibits.

5.3. Only objects which correspond to the exhibition program, have been registered and are brand-new may be exhibited. Other objects may not be exhibited unless this shall be absolutely necessary for the presentation or functioning of the permitted exhibits.

5.4. The sale of exhibits – including exhibition samples, software and specialist literature – to private persons outside the legal opening hours for retail shops is prohibited; moreover, the regulations regarding the quotation of prices order are to be observed.

5.5. The Organiser shall be entitled to remove exhibits or have them removed from the stand at the expense of the Exhibitor, should their exhibition be prohibited and the Exhibitor not immediately remove them upon the request of the Organiser. Should removal of the object not be possible or not adequate to establish an acceptable state, the Organiser may terminate the agreement with immediate effect.

6. Prices

6.1. The prices quoted shall apply to each square meter of stand area or part thereof plus the statutory value added tax applicable at any given time. There shall be no deductions for hall supports. The prices quoted represent all assembly days including days for set-up and dismantling.

6.2. Additional charges for electricity, furniture, flowers, decorations etc. shall be invoiced separately. Various surcharges for Co-exhibitors shall apply.

7. Terms and Conditions of Payment

7.1. The stand rental fee shall be payable net, plus an appropriate advance payment towards additional charges to be determined by the Organiser and plus value added tax, upon registration and issue of an invoice by IC. Payments shall be remitted to a separate account only which shall be advised.

7.2. In the event of default on the part of the Exhibitor, the Organiser may charge interest payable on arrears at the rate of 5 % p.a. above the basic interest rate in force at the time of default. So far as only businessmen are involved in the legal transaction, interest payable on arrears will be at 8 % p.a. above the basic interest rate in force at the time of default. Should the Organiser be in a position to substantiate that greater damages have been caused by default, a claim may be made for this amount. The Exhibitor is however entitled to prove that damages resulting from default have not occurred or only to a lesser degree. If the Exhibitor is a businessman, he shall be obliged to pay the interest stated in the first sentence of this subclause within two weeks of dispatch of the invoice without a reminder being necessary.

7.3. With respect to the marketing of those items for which he shall possess a hirer's lien, the Organiser shall be unrestricted; to the extent that statutory provisions are permissible, these shall be eliminated by this agreement.

7.4. The Exhibitor may only set off against amounts due to the Organiser from the rental agreement such claims and only exercise a right of retention in relation to such claims as are either undisputed or legally effective.

8. Reservation of Rights of Amendment and Rescission

8.1. Having serious reason (e.g. industrial dispute, force majeure), the Organiser shall be entitled to relocate, curtail, temporarily close entirely or in part, or cancel the exhibition. He shall immediately notify the Exhibitor accordingly. In the event of relocation or curtailment, he shall request the Exhibitor to declare his agreement within a reasonable period (usually two weeks). Should the Exhibitor not object to the relocation or curtailment within this period, consent shall be deemed to have been given. When setting a final date, the Organiser shall expressively point out to the Exhibitor the implications of his silence. Should the Exhibitor object, the Organiser may rescind the agreement.

8.2 In case the event cannot be organised or is subject to change due to reasons which are outside of the sphere of responsibility of Intercongress GmbH (e.g. natural catastrophe, strike or force majeure), no claim for refund of the (proportionate) registration fees or for a compensation of any (financial) losses can be made.

8.3 The Organiser may rescind the Agreement should the Exhibitor default or insolvency proceedings be instituted in relation to his assets or should the Exhibitor's company be liquidated for other reasons.

9. Limitation of Liability

9.1. Neither the Organiser nor IC shall be obliged to take precautions against loss or damage of exhibits or stand fittings.

9.2. The Organiser and IC shall not be liable, except in cases of intent or gross negligence, for damages suffered by Exhibitors as a result of erroneous particulars relating to allocation of space, stand assembly or the approval of the stand design, entries in the catalogue, alterations in the area of the stand to which objection is not immediately made in writing as well as the endearing of other legal causes. Limited liability shall also apply to the conduct of sub-contractors. Claims for damages brought against the Organiser arising from contractual or quasi-contractual breach of duty or from offence have to be enforced by suit within a stipulated period of 6 months. The stipulated period begins at the time of information or from the end of the exhibition at the latest.

9.3. This shall not affect the statutory warranties of the Organiser.

10. Composition of Damages

Should the Exhibitor rescind the agreement without due justification or should the Organiser rescind the agreement for reasons to be found in the person of the Exhibitor, the Organiser may calculate a lump sum for damages incurred as a result of the rescission and invoice the Exhibitor accordingly. The lump sum shall amount to

- 80 % of the total stand rental, plus additional charges, however with the exception of electricity costs, in cases of rescission within four weeks prior to the exhibition.

- 50 % of the total stand rental, excluding additional charges, in cases of rescission within six months prior to the beginning of the exhibition.

- 25 % of the total stand rental, excluding additional charges, in cases of rescission at any previous date.

Should the damages actually incurred be greater, the Organiser may claim for the greater amount. Should the Exhibitor prove that the damages are less than the lump sums, a correspondingly reduced amount shall be payable.

11. Final Provisions

11.1. All declarations made in connection with this agreement must be submitted in writing.

11.2. Should any provision of these Terms and Conditions of Business or other agreements between the parties be or become void, this shall not affect the validity of the remaining provisions. It is agreed that instead of the invalid provision a valid condition shall be accepted which comes nearest to the intended economic purpose.

11.3. German Law shall apply to this agreement.

11.4. Should the Exhibitor be a businessman or not have any place of general jurisdiction within the Federal Republic of Germany, the place of jurisdiction shall be Freiburg. In addition, the Organiser and IC shall also be entitled to institute legal proceedings against the Exhibitor at his place of general jurisdiction or at any particular place of jurisdiction which may already exist.

Intercongress GmbH, 2010

SAFETY, EXHIBITION AND ENVIRONMENTAL PROTECTION REGULATIONS

The contracting party is obliged to pass on this documentation to all third parties and exhibitors it commissions.

Sphere of application:

The present safety, exhibition and environmental protection regulations apply to the use of rooms, halls and other areas of the International Congress Centre Berlin (hereinafter referred to as ICC) as well as the Oslo and Stockholm Halls, the Palais am Funkturm, the rooms in the Großer Stern, the Funkturm Lounge and the Berlin, Europa, Paris, London and New York rooms in Hall 7 of the Messe Berlin GmbH (hereinafter referred to as Messe Berlin).

The safety and environmental protection regulations are based, in particular, on the requirements of the Berlin "Verordnung über den Betrieb von baulichen Anlagen" [regulations on the operation of structural works] from 10 October 2007 (GVBI. [German legal and regulatory code] page 516) (operational regulations hereinafter referred to as BetrVO), on the building license notice issued by Messe Berlin and statutory environmental protection regulations. As a result of its structural features and the ensuing conditions concerning building supervision, special requirements apply to the case of ICC Berlin.

The Lessee (hereinafter also referred to as Exhibitor) shall observe and implement the safety regulations. They form an integral part of the contract. They are to be applied, in particular, to events for which Exhibitors intend to employ ornamentation (decorations), construct stages/podiums/grandstands/performance areas, or assemble stage, studio or lighting equipment or other technical facilities. The building authorities, police and fire protection agencies may issue additional regulations in the case of certain events, particularly if the nature of the event planned could lead to increased risk for persons and material assets.

The regulations laid out in the current safety, exhibition and environmental protection regulations apply to the construction of fair and exhibition stands. Compliance with the "Technische Richtlinien der Messe Berlin GmbH" [Messe Berlin Technical Guidelines] while on the exhibition grounds and in the exhibition halls is mandatory. To download the guidelines, go to www.messe-berlin.de, Exhibition Centres, Exhibition Halls, Guidelines and Conditions. The "Technical Guidelines" can be sent to the Lessee on request. Please note that, should safety deficiencies be detected and not remedied prior to the start of an event, utilization of an exhibition stand may be partly or entirely prohibited in the interest of all participants of the event.

1. Duties of disclosure and licensing obligations

1.1 Event setup: For security reasons and to ensure optimal preparation and execution of the event, the Organizer is obliged to inform Messe Berlin (hereinafter referred to as Messe Berlin) in writing of the following details no later than six weeks prior to the event:

- the name of the event manager,
- whether "persons responsible for event technology and management" engaged by the Organizer will supervise the construction and dismantling process as well as the event itself,
- if applicable, the size of performance areas/stages/grandstands, runways, prosceniums and similar structures,
- whether technical stage, studio or lighting equipment or other technical facilities will be employed or suspended from the ceiling,
- whether technical facilities will be moved or reassembled in the course of the event,
- whether movement of technical equipment or artistic performances will take place within or above the auditorium,
- whether the event will include activities/pyrotechnical effects which represent a fire hazard, utilization of laser equipment or dry ice machines (please note the licensing obligation),
- whether ornamentation, decorations/equipment/props will be employed and whether they comply with the required fire protection standards (certificates proving compliance with fire standards must be presented on arrival).

Messe Berlin shall send the Organizer a form in due time prior to the event; the Organizer is obliged to provide the aforementioned information.

1.2 Approval from the building supervisory authority: In principle, all events to be held in the ICC must be approved in accordance with building law. Plans for the design of the event must be submitted to the Messe Berlin for approval, including emergency escape routes and seating plans. A building and fire inspection shall be carried out by the building supervisory authority and the fire service prior to the event.

1.3 Cost and risks of approval procedures in accordance with building law: All disclosure and licensing procedures involving building authorities and the fire service incurred by the event shall be carried out by Messe Berlin at the expense and risk of the Organizer.

1.4 Disclosure of activities involving high temperatures and fire, the generation of heat and dust formation, pyrotechnics, dry ice: Automatic fire detection systems are installed in the ICC and the Messe Berlin. To ensure the fire detection system is adjusted to the appropriate setting, the Organizer must give notification of activities which may produce smoke, fire, heat and particular dust formations, as well as plans to use dry ice machines and pyrotechnics in good time prior to operation or utilization. Should the Organizer's failure to give notification of relevant facts result in a false alarm, the Organizer shall bear the costs incurred. In addition, the Organizer must also observe its obligation to obtain a permit for, and make official notification of, utilization of pyrotechnics to LAGetSi, the State Office for Health and Safety and Safety of Equipment.

1.5 Laser equipment: The operation of laser equipment must be approved by Messe Berlin. Laser equipment must satisfy the requirements of DIN EN 60825-1 on the "Safety of laser products". Class 3b and 4 laser equipment must be reported to the responsible supervisory authority (LAGetSi) prior to operation (Article 5 of the Accident Prevention Codes BGV B2 - "on laser radiation"). Notification must be accompanied by a written request for an on-site laser safety officer.

1.6 Technical rehearsals: In the case of performance areas with a floor space of more than 200m² or guest performances which utilize their own sets, a private technical rehearsal must be carried out incorporating the entire set, unless the type of event and the scale of the set (inasmuch as no objections are raised) eliminates the need for such a rehearsal. On the basis of the information supplied regarding Point 1.1, Messe Berlin (with the agreement of the building supervisory authority) will decide if the rehearsal is necessary. Should this be the case, the Organizer must arrange a prospective date for a technical rehearsal in good time with Messe Berlin. Messe Berlin shall organize registration with the building supervisory authority and the fire service.

1.7 Submission of guest certification log: No further technical rehearsals/inspections are required in the case of guest performances which possess a guest certification log. The Organizer must submit the guest certification log to Messe Berlin in due time, no later than two weeks prior to the event. Messe Berlin assumes responsibility for submitting the log to the building supervisory authority and the fire service.

1.8 Additional duties of disclosure and licensing obligations: The Organizer is, where applicable, responsible for performing all further official duties of disclosure and licensing obligations incurred by the event at its own expense and risk. Copies of applications/notifications and licensing/consent must be submitted to Messe Berlin in due time prior to the start of construction.

2. Supervision and inspection duties

2.1 Obligations on the part of the Organizer: The Organizer is responsible for the event's programme and the safe, smooth execution of the event. It assumes the legal duty to implement safety precautions in places of public assembly with respect to its own ornamentation, equipment, props, superstructures, installations, platforms, hangings, cables and stage, studio or lighting equipment, or that provided by auxiliary persons or vicarious agents for the duration of the rental period. It must ensure that objects and materials employed meet the requirements stipulated in Section 4 of the BetrVO and the accident prevention regulations, in particular code BGV C1, "Veranstaltungs- und

Produktionsstätten für szenische Darstellungen" [Event venues and production centres for staged performances]. The Organizer is also obliged to ensure compliance with the Youth Protection Law, legislation concerning Sundays and public holidays, the Working Hours Act (AZG), trade regulations, provisions on noise pollution as stipulated in the Federal Emission Control Act, and provisions concerning local closing times.

2.2 Event manager: The Organizer must appoint a person who shall possess decision-making authority and shall be present for the entire duration of the event as event manager. Event managers must visit the property and familiarize themselves with the venue. Event managers must ensure the event proceeds in an orderly and safe manner. They must be present throughout the event, must be reachable at all times and, where necessary, must make decisions in agreement with the contact person appointed by Messe Berlin, the authorities and external auxiliary staff (fire service, police, building authorities, the office for public order, medical services). Event managers are obliged to shut down the operation of an event if persons in the venue are in danger, if technical installations, equipment and devices required to ensure safety cease to function, or if the event contravenes the provisions of the BetrVO (for more information see Point number 3). The Organizer's event manager shall be supported by a contact person appointed by Messe Berlin. In addition, Messe Berlin's contact person shall unconditionally share the power to enforce house rules upon all persons within the venue with the Lessee's event manager.

2.3 Event technology managers and experts will be supplied by the ICC at the cost of the Organizer insofar as the Organizer cannot provide its own suitably qualified personnel. The Organizer's responsibility as laid out in Point 2.1 remains unaffected.

At least one "event technology manager" is required to direct and supervise the construction and dismantling of stage, studio and lighting equipment in the case of events and technical rehearsals accommodating more than 5,000 visitors, or performance areas spanning more than 200m². The presence of an event technology expert will suffice in the case of events accommodating fewer than 5,000 visitors, or the construction and dismantling of performance areas spanning between 50m² and 200m².

At least one person responsible for event technology specializing in stage and studio technology or hall technology must be present at dress rehearsals, events, programmes or recording of events in assembly rooms accommodating more than 5,000 visitors or on performance areas spanning more than 200m². In the case of events in assembly rooms accommodating fewer than 5,000 visitors or in performance areas spanning between 50m² and 200m², the presence of one event technology expert will suffice.

2.4 Obligations of Messe Berlin: Messe Berlin and persons engaged by Messe Berlin are entitled and obliged to perform spot checks to ascertain if the Organizer is complying with the regulations set out in the BetrVO and the current safety, exhibition and environmental protection regulations. For this purpose, these persons must be guaranteed access to the rented rooms and spaces at all times.

3. Safety Regulations for Events

3.1 Traffic regulations

3.1.1 ICC approach road: The entranceway providing access to the ICC Courtyard is located in Berlin's low emission zone; only vehicles with valid emissions stickers may enter this area.

3.1.2 Regulations for entering the grounds: To ensure the smooth flow of traffic on Messe Berlin grounds, drivers are required to pay a deposit upon entering the premises. If vehicles leave after the predetermined time for vacating the premises, Messe Berlin retains the deposit.

3.1.3 Driving on the grounds: German motor vehicle regulations (StVO) are in force on the ICC premises and on all Messe Berlin grounds. Those who operate any type of motor vehicle do so at their own risk. Visitors are obliged to obey the instructions of Messe Berlin safety personnel. Messe Berlin has the right to inspect vehicle cargo space and containers carried by individuals at the entry and exit points of its grounds.

3.1.4 Forklifts and lift trucks
The operation of forklifts and electrically operated four-wheel lift trucks is prohibited in ICC lobby areas, its halls, inside the Palais am Funkturm, the Funkturm Lounge, Hall 7.3 or the Großer Stern. It is possible to transport palettes and similar cargo with four-wheel lift trucks as long as the total load does not exceed 2.5kN (approx. 250kg).

3.1.5 Fire fighting deployment areas: The required approach routes, which are foreseen with signs restricting parking, and fire fighting deployment areas, must be accessible at all times. Owners of vehicles and objects which block escape routes and safety areas will bear the removal costs and be liable for any damages incurred.

3.2 Installations and superstructures for events

3.2.1 Assembly and disassembly: All assembly and disassembly work must comply with currently applicable occupational health and safety regulations, industrial law regulations and the legal regulations pertaining to places of assembly. The Organizer and the companies it commissions to perform services are responsible for adherence to these regulations. The Organizer and the companies it commissions to perform services must guarantee that they do not hinder or endanger each other while assembling and disassembling structures. The Organizer is obliged to appoint people to coordinate these works when necessary. Corridors, escape routes, emergency exits, safety installations, and room entryways must always be kept free from obstacles, and an unobstructed aisle width of at least 1.2 m must be maintained during assembly and disassembly.

The maximum floor loading limit of the ICC Berlin, in the Palais am Funkturm, in Halls 14.2/15.2 and in the assembly rooms of Halls 7.1 und 7.3 is 5kN/m² (approx. 500 kg/m²).

3.2.1 Permanently installed technical installations: Only Messe Berlin staff or companies, whom Messe Berlin has contracted explicitly to provide such services, are allowed to operate any existing permanently installed structural technology in the meeting venue. This also applies to any necessary connections to the Messe Berlin power and electrical supply system. Unless other contractual arrangements have been agreed to, the Organizer is not entitled to demand that Messe Berlin remove its installed technical equipment from the venue.

3.2.2 Technical installations owned by the Organizer: Technical equipment provided by the Organizer or companies the Organizer has commissioned to supply such equipment must comply with the generally accepted regulations for technical installations, in particular, accident prevention codes BGV C1 and BGV A3 regarding safety and operational capacity.

3.2.3 Design and occupancy: The design and construction of superstructures as well as the seating and occupancy of the rental property must comply with the existing legally binding escape route and seating plans or the route and seating plans which must be authorized for the specific event. All retroactive alterations to escape route and seating plans (e.g. changes in seating arrangements for participants) require the explicit authorization of Messe Berlin and an additional permit routinely supplied by building authorities; this will be paid for by the Organizer. Exceeding occupancy capacities in assembly rooms is strictly prohibited and may lead to immediate termination of the event. It is the Organizer's duty to monitor occupancy in the assembly rooms and to avoid exceeding legal capacities.

3.2.4 Grandstands, podiums and other installations and superstructures which the Organizer brings into the assembly rooms must be approved by Messe Berlin and, if necessary, the Organizer must procure a permit from building authorities and the structures must be inspected/certified by building inspectors. Structures must be built so that dynamic oscillations will not compromise their structural integrity. BetrVO regulations regarding the aforementioned installations and the DIN 4102, or EN 13501-1 (Fire behaviour of building materials and building components) must be observed and abided by. If these constructions are temporary structures they must have TÜV [Technical Inspection Authority] certification (in Berlin) and Messe Berlin, who will hire an inspector, must be notified of their use at least two weeks before assembly begins. A construction accounting report or other certified static analysis must be presented to Messe Berlin no later than the date of inspection.

3.2.5 Suspensions: For safety reasons, only partners commissioned by Messe Berlin are allowed to install suspensions on the ceiling and supporting framework. The Organizer must notify Messe Berlin of any suspensions it requires in due time in writing, and arrange their installation with Messe Berlin. Suspensions may only be constructed of approved materials. Specified load limits may not be exceeded. In case of doubt , Messe Berlin will commission a static survey at the Organizer's expense.

Technical and organizational measures must be taken to ensure that D8+ - chain hoists, in compliance with VPLT SR 2.0 standards, never pass over people's heads after assembly. Messe Berlin reserves the right to employ additional safety measures to shore up D8+ - chain hoists in certain cases.

3.2.6 Drilling holes and hammering in nails, hooks and the like in floors, walls and ceilings is not permitted. Countersinking bolts is also forbidden. Should the Organizer install carpets or other decorative material directly on the floor, this must be done in such a manner that

there is no danger people will slip, stumble or fall because of it. Only residue-free, removable carpet tape may be used when applying adhesive markings, fixing carpets, etc. Should the Organizer leave the facilities inordinately dirty or leave hard-to-remove adhesive materials, Messe Berlin will charge an extra fee for excessive dirtiness.

3.2.7Emergency exits, emergency escapes, hallways, corridors, hall aisles: these escape routes must always be kept clear. Doors along escape routes must in no way be obstructed from being opened easily and fully. It is prohibited to block, hang things on, or in any way impede recognition of escape routes, exit doors, emergency escapes and signs marking them. It is prohibited to restrict passage through hallways by placing objects in them or through protruding objects. In case of danger, every hallway serves as an escape route. Fire and smoke control doors may not be kept open.

3.2.8 Safety installations: Fire alarms, water supply stations, hydrants, fire extinguishers and fire pipes, smoke flaps, release valves of flue systems, smoke detectors, telephones, telephone distribution boxes and supply and exhaust air openings of heating and ventilation systems, written signs denoting them, as well as green emergency exit signs must always be accessible and clearly visible; it is forbidden to block, hang things on or otherwise impede the recognition thereof.

3.2.9 Conga lines on the stairways and in the upper gallery of the Palais am Funkturm and the Marshall Haus cannot be permitted for technical reasons. The same applies throughout the Palais to other dances which induce participants to stomp or jump collectively.

3.3 Ornamentation, equipment, props

3.3.1 Ornamentation, materials and roof constructions: materials used as ornamentation at events, decorations and curtains must be made of flame-resistant materials (B1, as specified in DIN 4102, or at least Class C as specified in EN 13501-1). Ornamentations in hallways, corridors and stairwells required for emergencies (escape routes) must be made of non-combustible materials (i.e. A as specified in DIN 4102 or A1 as specified in DIN EN 13501-1).

Roofs, including ceiling grids, must neither restrict nor obstruct fire safety installations. Materials used must be at least Category B1 in accordance with DIN 4102, or at least Class C in accordance with EN 13501-1, i.e. flame resistant, and must not drip when burning, produce toxic gases nor obstruct the sprinkler system (minimum mesh size: 2 x 4mm or 3 x 3mm).

The fire-resistant capacity of materials which are used repeatedly must be inspected before reuse and, if necessary, must be impregnated anew. Certificates confirming that objects are fire resistant must be presented to Messe Berlin in due time before construction begins.

All materials brought onto the grounds must be kept far enough away from igniters, floodlights and heat sources so that they cannot catch fire. Ornamentations must be attached directly to walls, ceilings or equipment. Ornamentations which hang freely are only permissible if they come no closer than 2.5m from the floor. Ornamentations using decorative elements from real plants are only allowed inside the buildings while they are fresh. Bamboo, reed, hay, straw, bark mulch, turf, (fir) trees without roots or similar materials do not meet the aforementioned requirements. The fire department must approve any exceptions.

Use of balloons filled with safety gas and other flying objects in the halls and open-air areas must be approved by Messe Berlin before the event takes place.

3.3.2 Equipment (= stage parts and stage sets) belonging to stages and sets such as wall, floor and ceiling elements must consist of materials which are at least flame-resistant. Certificates confirming compliance with these requirements must be supplied to Messe Berlin before construction begins.

3.3.3 Props (= stage and set furnishings) must be made of at least normally flame-resistant material. Flammable material must be kept away from igniters, floodlights and heat sources so that they cannot catch fire.

3.4 Special safety and fire safety regulations

3.4.1 Work requiring abrasive cutting, heat sources: All work requiring welding, cutting, soldering, thawing and grinding is forbidden in the assembly areas. Exceptions are only permitted if a written request has been made in advance and is approved by Messe Berlin.

3.4.2 Flammable packaging materials and waste must be promptly removed from the rented premises by the Organizer. It is strictly forbidden to store waste or remnants of flammable materials on stages, stairs, podiums and platforms. Messe Berlin's waste disposal regulations must be adhered to.

3.4.3 Open fires, flammable liquids and gases, as well as items used for pyrotechnics, explosive and other dangerous materials are not allowed. This ban on use does not apply if the use of open fire, flammable liquids and pyrotechnical items is justified by the nature of the event and the Organizer has arranged for the required fire safety measures with Messe Berlin and the fire department for the specific event. The authorities (in this case, the LAGetSi, Landesamt für Arbeitsschutz und technische Sicherheit, Berlin) must provide a permit to use pyrotechnics, and all pyrotechnical displays must be supervised by a legally qualified explosives expert. Proof of ownership of permit, a certificate of competence and LAGetSi approval must be provided. The Organizer shall bear the costs incurred for using pyrotechnics, for fire department permits and safeguarding the event. Building regulations prohibit any use whatsoever of flammable gases.

3.4.4 Candles, kitchen and heating facilities: Using candles and similar light sources as table decorations and using open fires in specially designated kitchen facilities to prepare meals is allowed in certain areas with the approval of Messe Berlin ("contained candlelight").

3.4.5 Vehicles and containers in the venue's rooms require permits, without exception. Vehicles with internal combustion engines may only be exhibited on the premises with less than one litre of fuel in their tanks. The battery must be disconnected, the fuel tank cap must be locked and the fuel tank must be filled with inert gas (e.g. nitrogen or carbon dioxide). The exhibitor can request to have Messe Berlin perform this service for a fee. Additional safety measures may be required in special cases.

3.5 Environmental and health protection

Messe Berlin considers itself under obligation to protect the environment. As a contracting party of Messe Berlin, the Organizer shall be responsible for ensuring that all regulations and requirements concerning the protection of the environment are also observed by their contractors and customers.

3.5.1 Handling waste: In accordance with the Kreislaufwirtschafts- und Abfallgesetz (KrW-/AbfG) law [Law for Recycling and Waste Management], the gathering of waste during assembly and disassembly, as well as during the event, is to be avoided as far as possible. Unavoidable waste is to be cleared in an environmentally sound manner (recycling rather than disposal). The Organizer is required to contribute effectively in this matter.

The Organizer must ensure that all materials, (ornamentations, packaging, decorations etc.) as well as installations and superstructures that have been brought by him or his contractors to the venue are completely removed after the end of the event. Only materials that can not be used again (and therefore constitute waste), are to be disposed of for a fee via the Messe Berlin disposal system. Should waste requiring special supervision amass, then Messe Berlin must be informed immediately and a special disposal through an approved partner company of Messe Berlin must be arranged.

3.5.2 Sewage: The disposal of solid or liquid waste via the wastewater system (toilets, drains) is strictly forbidden. Where mobile catering is used, care must be taken to collect and dispose of fats and oils separately. Cleaning work must be carried out using bio-degradable products.

3.5.3 Environmental damage: Environmental damage/pollution on the grounds (e.g. from leaking petrol, oil, hazardous substances) must be reported immediately to Messe Berlin.

3.5.3 Noise protection: The event must not create unreasonable noise pollution for the inhabitants of the area surrounding the venue. External doors and windows must be kept closed during music events and events which generate a lot of sound. Activities producing noise must be avoided on weekdays before 07:00 and after 18:00, as well as on Sundays and public holidays. Failure to comply may result in restrictions to assembly and disassembly work as well as the event.

3.5.5 Volume / hearing protection: Organizers of musical performances have the sole responsibility to ascertain which measures of protection are necessary to avoid injury to listeners. They are solely responsible for carrying out the necessary measures. Through an appropriate limiting of volume, the organizer must ensure that visitors and third parties are not injured during the event (such as loss of hearing). As a generally accepted technical regulation, DIN 15 905-5 "Event technology - sound engineering - Part 5: Measures to prevent the risk of hearing loss of the audience by high sound exposure of electro-acoustic sound systems" must be observed by the Organizer. The Organizer shall supply sufficient quantities of hearing protection (earplugs) and provide visitors on request. This facility must be clearly indicated in the entrance area.

3.5.6 Smoking ban: Smoking is strictly prohibited in the ICC and in

Messe Berlin rooms and halls. The Organizer is obliged to enforce the smoking ban during assembly, disassembly and while the event is taking place. The Organizer indemnifies Messe Berlin against any claims brought against it due to violation of the smoking ban.

3.6 Violations / non-compliance

All installations, superstructures, equipment, props, ornamentation, work materials and technical appliances brought in for the event that do not comply with the current technical safety regulations, or in individual cases have not been approved, are not authorized for assembly in the venue and must be altered at the expense of the organizer, and, where this is not possible, removed, if necessary.

Where regulations concerning safety, health and the environment are contravened and in certain dangerous situations, Messe Berlin can call for an immediate eviction from the venue. Should the organizer not comply with a relevant demand, Messe Berlin reserves the right to have an eviction carried out at the expense and risk of the Lessee.

4. Additional regulations for trade fairs and exhibitions at ICC

The following regulations for trade fair and exhibition stands apply only to ICC. Fair and exhibition stands in the exhibition halls or on the exhibition grounds of Messe Berlin are subject to the partially variant regulations in the Technical Guidelines of Messe Berlin.

4.1 Stand area: The stand area declared in the stand confirmation shall be marked by the Organizer upon request by the Exhibitor. Stands must be assembled within this area. The Exhibitor must be aware that minor variations in the stand dimensions are possible. These may be caused by, among other things, varying strengths of the dividing walls. Pillars, wall lugs, ceiling joists, dividing walls, junction boxes, fire extinguishing devices and additional technical facilities are integral parts of the allotted stand area. Therefore, for position, location, dimensions and potential installations on the leased area, only the on-site measurements apply. No claims may be brought against the organizer and Messe Berlin for variations in the confirmed stand area. Installing exhibits, stand units, etc. outside the stand area requires the express, written authorization of the Organizer, in agreement with Messe Berlin.

4.2 Stand security: Exhibition stands, including furnishings, exhibits and advertising media must be constructed in a stable manner to ensure that the lives and safety of persons, and public safety and order are not endangered. The Exhibitor is responsible for and, if necessary, must provide verification of the static security of the stand. In case of doubt, Messe Berlin shall commission a static survey at the Exhibitor's expense. Two-storey stands are prohibited in the ICC, in Halls 14.2 and 15.2, in the Palais am Funkturm and in the Berlin, Europa, Paris, London and New York assembly rooms in Hall 7 of Messe Berlin.

4.3 Exhibition stands and special structures requiring approval: All special structures and installations (special exhibition stands) or mobile stands must be submitted to the Organizer and Messe Berlin for approval. As a rule, a certification log or a certified static analysis of the installation must be submitted.

4.4 Stand construction materials and roof designs: Stand construction materials, ornamentation and decorations must be at least Category B1 as specified in DIN 4102, or at least Class C as specified in EN 13501-1, i.e. flame resistant. Certification proving compliance with this must be provided to Messe Berlin by the start of assembly work at the latest. Materials which are normally or easily inflammable, drip when burning or produce toxic gases must not be used for stand construction. In certain cases, load-bearing construction components may be subject to special requirements for security reasons. Stand constructions must observe and comply with DIN 4102 (Fire behaviour of building materials and building components) or EN 13501-1.

Roof designs, including ceiling grids, must neither restrict nor obstruct fire-protection installations. Materials used must be at least Category B1 as specified in DIN 4102, or at least Class C as specified in EN 13501-1, i.e. flame resistant, and must not drip when burning, produce toxic gases or obstruct the sprinkler system (minimum mesh size: 2 x 4mm or 3 x 3mm).

4.5. Carpeting: Installing carpets or other decorative materials directly on the available floor space must be executed in such a way as to avoid any danger of personal injury from slipping, tripping or falling. Carpets and other floor coverings laid must not cause accidents and must not extend beyond the boundaries of the stand area. Connecting stand areas with floor coverings is subject to approval and must be carried out in such a way as to rule out any danger of tripping or other accidents in the aisles. Residue-free, removable carpet tape must be used for any adhesive markings, carpet fixings, etc. Self-adhesive carpet tiles may not be used. All materials must leave no residue when removed. This also applies to substances such as oils, fats, colours, etc. Floors may not be painted. Cleaning costs incurred as a result of violation of these regulations shall be borne by the perpetrator.

The following exhibition areas are fitted with carpet: Anthracite-coloured (partially patterned): central lobby, side lobbies, main lobby, walkway lobby, Halls 14.2 and 15.2, rooms in Halls 7.1 and 7.3; beige: Palais am Funkturm.

4.6. Glass and acrylic glass: Only laminated safety glass may be used. Edges of glass panes must be shaped or protected to ensure that they pose no danger of injury. All glass construction parts must be marked at eye-level when setup begins. Glass constructions must comply with the "technical regulations for the use of accident-proof glazing" (TRAV).

4.7 Exits from extended stands: Stands with a floor area of over 100m² or with a complex design must have a minimum of two separate exits/escape routes/emergency exits situated opposite one another and at least luminescently marked. The distance from any stand on an exhibition area to an aisle must not exceed 20m.

4.8. Exhibition grounds / platform protection devices: Generally accessible areas directly adjacent to areas lying at least 0.2m lower must be protected by railings.

4.9. Electrical installations, water supply, compressed air and gases: It is only possible to make connections to the existing supply system in certain areas and, for safety reasons, connections may only be installed by approved specialist companies familiar with Messe Berlin.

The Client shall bear the cost of any such connections. Energy and utility costs shall be calculated according to the prices applicable on the day of the event.

All technical installations on the exhibition stand must comply with the generally accepted technical regulations. All conductive stand constructions must be equipotentially bonded at the Exhibitor's expense. Electrical installations must be fitted in line with the latest security regulations as defined by the Association for Electrical, Electronic & Information Technologies (VDE). Particular attention must be paid to VDE 0100, 0128 and ICE 60364-7-711.

Construction regulations forbid the use of flammable gases of any type.

4.10 Decorative materials: Decorative materials must be at least Category B1 as specified in DIN 4102, or at least Class C as specified in EN 13501-1, i.e. flame resistant. The attribute "flame resistant" can only be achieved retroactively on a part of this material by treating it with a flame proofing agent. A certified flame proofing agent must be used. Confirmation of flame resistance or impregnation carried out according to regulations (certificate) must be supplied to Messe Berlin in due time.

4.11 Use of balloons and flying objects: Use of balloons filled with safety gas and other flying objects in the Halls and open-air areas must be approved by Messe Berlin. Operating any such flying objects must at no time obstruct or damage safety features.

4.12 Trees, plants and animals: Natural plant decorations may only occupy the Halls while they are fresh. Bamboo, reed, hay, straw, bark mulch, turf, (fir) trees without roots or similar materials do not meet the aforementioned requirements (fire hazard). Messe Berlin will rule on any exceptions together with the fire services.

It is not permitted to bring animals into ICC Berlin, the Palais am Funkturm or the exhibition grounds.

4.13. Waste, recyclable and residual containers: No waste, recyclable or residual containers made of flammable materials may be placed in the stand area. Waste, recyclable and residual containers used at stands must be emptied regularly, at the latest at the end of each day of the event. Should larger quantities of flammable waste accumulate, these must be removed several times daily.

4.14 Empty containers, packaging: Storing empty containers, packaging and packaging supplies of any kind is not permitted in the stand or outside the stands in the rooms. Empty containers, packaging and packaging supplies must be removed without delay. Messe Berlin can provide limited storage space for a fee (Messe Berlin warehouse).

4.15 Smoking ban: A general smoking ban is in place in the venue. All Exhibitors must observe the smoking ban at their stands. The Organizer indemnifies Messe Berlin against any claims brought against it concerning violations of the smoking ban.

4.16. Fire extinguishers: We recommend that Exhibitors keep suitable, certified fire extinguishers at their stands. Messe Berlin, the building supervisory authority or the fire services can, in individual cases, demand that extra extinguishing devices be provided at the Organizer's expense.

4.17 Heat-generating and heat-producing electrical appliances: For individual protection, all heat-generating and producing electronic appliances must be fitted to non-flammable, heat-resistant asbestos-free bases. Flammable materials must be kept at ample distance from the appliance, according to the amount of heat produced. Light fittings must not be attached to decorations or similar components. Electronic cooking appliances and other devices, which pose a danger if left unsupervised, must be switched off after the daily opening hours.

4.18 Printed matter / advertising material / advertisements: Unauthorized publicity campaigns outside the Exhibitor's own stand (e.g. distributing brochures, affixing advertising posters) is prohibited unless authorized by the Organizer or ICC.

Printed matter, advertising material and other flammable materials may only be stored in the stand in the quantities required for the day. Messe Berlin shall provide non-flammable containers for such materials upon request and free of charge.

4.19 Acoustic and optical displays: Use of acoustic equipment, as well as audiovisual shows of any kind by the Exhibitor require authorization by the Organizer or Messe Berlin and must be presented in writing. The noise level of musical shows must not exceed 60 dBA. Repeated non-observance of these regulations can result in the electricity to the Exhibitor's stand being cut off, irrespective of the resulting loss in supply to the stand. The Exhibitor cannot claim compensation for damages arising directly or indirectly from the interruption to the electricity supply. The burden of proof that the regulations were observed lies with the Exhibitor. As a generally accepted technical regulation, DIN 15 905-5 "Event technology - sound engineering - Part 5: Measures to prevent the risk of hearing loss of the audience by high sound exposure of electro-acoustic sound systems" must be observed by the Exhibitor.

4.20 Musical renditions (GEMA): In accordance with legislation (copyright law), The Society for Musical Performing and Mechanical Reproduction Rights (GEMA) must grant permission for musical renditions of any kind. Musical renditions which are not registered may result in compensation claims brought by the GEMA.

4.21 Explosive materials / ammunition: explosive materials are subject to the Explosives Act in its current form and must not be used or displayed during trade fairs and exhibitions.

4.22 Spray guns, nitrocellulose lacquer: The use of spray guns and nitrocellulose lacquer is prohibited.

4.23 Flammable liquids and fire pastes may only be used and stored in stands if authorized by Messe Berlin. Use of flammable gases and related appliances (e.g. gas burners) of any kind is prohibited.

4.24 Spirits and mineral oils (gasoline, petroleum, etc.) may not be used for cooking, heating or operating purposes.

4.25 CE mark on products: Products that do not have a CE certificate of conformity and do not meet the requirements set out in Section 4 Paragraph 1 or 2 of the Equipment and Product Safety Act (GPSG) may only be exhibited if a sign clearly indicates that they do not meet these regulations and may only be sold in the European Union once the necessary compliance has been established. During demonstrations, necessary precautions must be taken to ensure the safety of persons present.

4.26 Changes to stands / special structures which infringe regulations: Structures, equipment, decoration (materials) brought in by the Exhibitor, which are not approved, do not meet these requirements or BetrVO regulations (Article 4), may not be constructed in the venue and, if necessary, must be removed or altered by the Exhibitor at their expense. This also applies to execution by substitution by the Organizer. For good cause, in particular in the case of severe safety deficiencies, an Exhibitor may be ordered to partially or fully close its stand.

4.27 Disassembly of the exhibition stand: Once the stand has been disassembled, the exhibition area must be returned to its original state. The Exhibitor is liable for any damage to ceilings, walls, floors and the installation facilities. Adhesive tape must be removed and leave no residue.

Any damage or contamination caused by Exhibitors or their representatives to Messe Berlin rooms and facilities, including outdoor facilities must always be reported to Messe Berlin.

Remaining rubbish, packaging and objects will be removed at the Organizer's expense.

4.28 Waste disposal / separation: The Exhibitor must ensure that packaging and waste do not remain in the rooms of Messe Berlin during the exhibition.

In accordance with the principles of the Closed Substance Cycle and Waste Management Act (KrW-/AbfG), accrual of waste during assembly / disassembly and during the exhibition is to be avoided as far as possible.

Waste which cannot be avoided must be disposed of in an environmentally sustainable manner (recycling before disposal). The Exhibitor is obliged to effectively contribute in this regard.

The Exhibitor must ensure that all materials (ornamentation, packaging, decorations, etc.), as well as installations and structures brought into the grounds of the venue by it or its contractors are removed entirely at the end of the exhibition. Only substances and materials which cannot be reused (and are therefore waste products) must be disposed of via the Messe Berlin disposal system for a fee.

The Exhibitor must inform Messe Berlin immediately of hazardous waste (waste requiring supervision) and arrange for separate disposal.

4.29 Catering, Merchandising
Catering rights for the rented premises are held exclusively by Capital Catering GmbH. The Lessee is not entitled to offer or give away food, drinks, refreshments, tobacco products or similar.

4.30 Security Cover
Messe Berlin is entitled to implement any measures needed for carrying out checks and providing security cover. If security cover for the stand itself is required, this must be organised by the exhibitors themselves.
Security officers to guard the stands may only be obtained from the security company appointed by Messe Berlin.

July 2010,
Messe Berlin GmbH

Technical Guidelines

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4.9.2 Conditions pertaining to constructions over the stand area, safe distances, interior height

of stands
4.9.3 Live loads / Design loads
4.9.4 Escape routes / Stairways
4.9.5 Construction material
4.9.6 Upper floor

5. Operational safety, technical safety regulations, technical rules, technical supplies

5.1 General rules
5.1.1 Damage
5.2 Use of operating equipment
5.3 Electrical installations
5.3.1 Electrical connections
5.3.2 Stand installations
5.3.3 Assembly and operating regulations
5.3.4 Safety measures
5.3.5 Safety lighting
5.4 Water and sewage installations
5.5 Compressed air/Gas installations
5.5.1 Compressed air installations
5.5.2 Gas installations (natural gas)
5.6 Mechanical installations, pressurised containers, exhaust gas installations
5.6.1 Machinery noise
5.6.2 Equipment Safety Law and Product Safety Law
5.6.2.1 Protective devices
5.6.2.2 Test procedures
5.6.2.3 Ban on the operation of equipment
5.6.3 Pressurised containers
5.6.3.1 Inspection certificate
5.6.3.2 Testing
5.6.3.3. Hired equipment
5.6.3.4 Monitoring
5.6.4 Exhaust gases and vapours
5.6.5 Exhaust gas extraction systems
5.6.5.1 Exhaust gas pipes
5.7 Use of pressurised gases and inflammable liquids
5.7.1 Pressurised gas installations
5.7.1.1 Application for use of pressurised gas bottles
5.7.2 Inflammable liquids
5.7.2.1 Storage and use
5.7.2.2 Storage of supplies
5.7.2.3 Supply tanks
5.7.2.4 Storage site
5.7.2.5 Operating regulations
5.7.2.6 Filling with liquids
5.7.2.7 Empty containers
5.8 Asbestos and other hazardous materials
5.9 Film, photography, televisual presentations, scenery areas and other forms of presentation
5.10 Protection against radiation
5.10.1 Radioactive materials
5.10.2 X-ray equipment and devices causing stray radiation
5.10.3 Laser installations
5.11 High frequency equipment, radio systems, electromagnetic compatibility, harmonics
5.12 Cranes, stacker trucks, working platforms, empty packaging
5.13 Reproduction of music
5.14 Drink dispensing facilities
5.15. Inspection of foodstuffs

6. Environmental protection

6.1 Waste management
6.1.1 Waste disposal
6.1.2 Waste materials requiring special supervision
6.1.3 Waste materials brought on site
6.2 Water, sewage, soil protection
6.2.1 Oil, fat separators
6.2.2 Cleaning / Cleaning products
6.3 Environmental damage
6.4 Protection against noise

Technical Guidelines

as per: July 2011

1. Preliminary remarks

Messe Berlin has issued directives for trade fairs and other events with the aim of maximising the opportunities for all exhibitors / organisers to present their exhibits, and to address their visitors and other interested persons.

These directives must be complied with by all exhibitors and organisers.

For events taking place in the ICC Berlin the ICC Berlin's General Terms and Technical Conditions for Exhibitions apply (www.icc-berlin.com/ICCBerlin/exhibition areas - Download -General Terms and Technical Conditions for Exhibitions at ICC Berlin).

If any part of the event takes place in the halls on the Exhibition Grounds then the Technical Guidelines of Messe Berlin shall apply for this part of the event.

These directives also contain safety regulations intended to serve the interests of our exhibitors and visitors by ensuring that technical equipment and design elements at the event are made as safe as possible.

The building regulations, fire protection and other safety regulations have been drawn up in consultation with the relevant Building Supervisory Department of the City of Berlin.

Messe Berlin reserves the right to carry out checks to ensure compliance with these regulations.

Statutory regulations in their respective valid form must also be observed.

If any defects that have been detected have not been remedied before the start of the event, the right to stage an event and the use of an exhibition stand may be prohibited in the interests of all those participating in it.

We reserve the right to impose any other additional requirements regarding safety and the construction of stands which may arise.

As a rule the order forms for services are dispatched together with notification of acceptance. They should be filled in and returned within the specified time. It they are not received on time, Messe Berlin can provide no guarantees regarding correct and punctual fulfilment of such services.

Furthermore, if orders are submitted after the specified deadline, Messe Berlin reserves the right to impose a surcharge on the rates, in accordance with the details given in the service folder.
For their information exhibitors will, if necessary, receive additional circulars with details about the preparations for, and staging of the event.

These Technical Directives have been agreed and prepared, using a standardised layout, by the following trade fair companies:

- Deutsche Messe AG Hannover
- Köln Messe GmbH
- Leipziger Messe GmbH
- Messe Berlin GmbH
- Messe Düsseldorf GmbH
- Messe Frankfurt GmbH
- Messe München GmbH
- Nürnberg Messe GmbH

The building law forms part of the law of the respective Land.

As a result, and due to the different structural conditions at the individual exhibition grounds, there may be differences in the various implementing provisions. Messe Berlin also reserves the right to make alterations.

The German text is binding.

1.1 House regulations

Police	110 (external)
Fire service	112 (external)
Emergency calls	110 (internal)
DRK (Red Cross)	2222 (internal)

01 The Exhibition Grounds are private premises. They are owned by the Land Berlin. As the authorised user, Messe Berlin, together with the respective organisers, exercises domiciliary rights.

02 Visitors may only enter the grounds, including the buildings (with the exception of the administrative building) if they are in possession of a valid admission ticket. All other persons require a pass. The stay is limited to the times and to the building specified on the admission ticket or pass. The admission tickets must be retained while on the grounds and must be shown to the appointed supervisory personnel on request.
Exhibition stands may only be entered under the supervision of the stand personnel.

03 Children under the age of 14 may only remain on the exhibition grounds if in the company of a parent or guardian. Exceptions will only apply if specific notification is displayed at the ticket offices.

04 The facilities made available to visitors should be treated with due care. Visitors are not allowed onto any other facilities or installations, and may not operate such installations.

05 Meetings or demonstrations are not permitted on the Exhibition Grounds.

06 Commercial photography or filming on the exhibition grounds or in the halls, especially of the items and objects being exhibited, is not permitted.

07 Visitors are not permitted to exhibit, sell or distribute printed matter or goods of any kind on the exhibition grounds, or to use sound media or sound amplifiers etc. on the grounds.

08 Vehicles may not be driven on the exhibition grounds unless a special permit has been granted.

09 Smoking is completely prohibited in enclosed rooms on the Exhibition Grounds, including in the ICC Berlin. Smoking is only permitted in specially designated areas.
Exhibitors, lesses and other contractual partners of Messe Berlin shall be obliged to ensure that their third-party contractual partners observe the smoking ban. Messe Berlin shall not be held liable if either they or their vicarious agents fail to observe the smoking ban.

10 In accordance with the particular nature of the event, a prohibition on bringing bags and similar receptacles into the event may be imposed. For safety reasons the contents of bags and similar receptacles, and of items of clothing such as coats, jackets and capes, may be examined.

11 No weapons may be brought onto the grounds.

12 No dogs or other animals are allowed onto the grounds.

13 At closing time visitors to events must leave the event and the grounds by the nearest exit.

14 The instructions of supervisory personnel must be complied with.

1.2 Opening times

1.2.1 Construction and dismantling periods

During the general construction and dismantling periods work may be carried out in the halls and on the outdoor grounds between 7 a.m. and 10 p.m., unless, in the case of a specific trade fair, other times have been announced by means of a circular.
For reasons of general safety on the exhibition grounds, the halls and the entire exhibition grounds will be closed outside these times.

1.2.2 Duration of the event

For the duration of the event the halls will be opened one hour before the start of the fair and closed again one hour after the official closing time.
In individual cases, where valid reasons exist for exhibitors to be working on their stands, special written permission must be obtained from the fair management.

2. Traffic on the exhibition grounds, emergency exits, safety Installations

2.1 Traffic regulations

To ensure that traffic flows smoothly during the construction and dismantling periods and during the event itself, the rules intended to regulate and direct traffic must be strictly observed, as must any instructions issued by persons in authority.
The Road Traffic Regulations – StVO – apply throughout the exhibition grounds and on the parking areas belonging to the exhibition grounds.
The maximum permitted speed on the exhibition grounds is 5 kph.
Vehicles may only enter the halls for the purposes of unloading or loading. Access to the halls is only permitted for vehicles which do not exceed the maximum permitted floor load. Engines should be turned off while loading or unloading is taking place. Vehicles may not be left in the halls..
Restrictions on entry and rules regarding payment of a security during events and during the construction and dismantling periods will be announced for specific events in the information sent to exhibitors, or in the advice for drivers.
Illegally parked vehicles, semi-trailers, containers, receptacles and empty packaging of all kinds will be removed at the expense and risk of the owner.
The instructions of the persons appointed by Messe Berlin to direct and regulate traffic must be strictly complied with, and attention must be paid to any relevant information.

2.2 Emergency exits

2.2.1 Manoeuvering areas for the fire service, hydrants

The access routes and manoeuvering areas for the fire service are clearly marked, and must be kept clear at all times.

Vehicles and objects left on emergency exits and safety areas will be removed at the owner's risk and expense.
Hydrants in the halls and on the open-air grounds may not be obscured, obstructed, or built over.

2.2.2 Emergency exits, escape hatches, aisles in the halls

Emergency escape routes must be kept clear at all times.
The doors along the escape routes must easily open outwards across their entire width.
Emergency exit doors and hatches and the signs indicating them may not be built over, blocked, covered by suspended items or in any other way obscured.
Items may not be placed in the aisles in the halls, or placed so as to restrict the width of the aisles.
These aisles are needed as emergency exits!

2.3 Safety equipment

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke detectors, smoke extraction devices, delayed discharge apertures, closure devices for the hall doors and other safety equipment, the signs indicating them, and the green signs for the emergency exits must be accessible and visible at all times, and may not be obscured or built over.

2.4 Stand numbering

The organiser will provide each stand with a number.

2.5 Security cover

The organiser will be responsible for providing general supervision of the halls and the open-air grounds for the duration of the fair. General supervision is only provided at certain times during construction and dismantling.
Messe Berlin is entitled to implement any measures needed for carrying out checks and providing security cover.
If security cover for the stand itself is required, this must be organised by the exhibitors themselves.
Security officers to guard the stands may only be obtained from the security company appointed by Messe Berlin.

2.6 Emergency evacuation

Messe Berlin GmbH may order rooms or buildings to be closed or evacuated for safety reasons. Any persons in such rooms or buildings must comply with instructions.
Exhibitors must inform their staff about this procedure and if necessary must prepare and publicise their own plans for evacuating rooms and buildings. It is your responsibility to ensure that your stand is cleared.

3 Technical data, and the equipment in the halls and on the open air grounds

3.1 Data pertaining to the halls

see "Technical equipment in the halls at a glance"

Hallentechnik, Ebene 1
Technical Equipment, level 1

Hallennummer Hall number	**Länge m** Length m	**Breite m** Width m	**Brutto m²** Gross area m²	**Lichte Höhe m** Clearance height m	**Installationsboden auf Massivdecke** Utility floor on a solid base	**Massivogden mit Kabelkanälen** Solid floor with cable ducts	**Zulässige Bodenbelastung kN/m²** Maximum permissible surface load kN/m²	**Gabelstapler und LKW Radlast t** Fork lift and truck with wheel load t	**Vorhandene Zwischendeck** Available intermediate ceiling	**Hängepunkte 2 kN/Pkt.** Suspension points max. load 2 kN/pt.	**Fenster Tageslicht** (1) einseitig, 2) zweiseitig, (3) dreiseitig, (4) allseitig Daylight from window, (1) one sided, (2) two sided, (3) three sided, (4) four sided	**Anzahl Tore** Number of gates	**Toreinfahrtsgrößen (Breite x Höhe) m** **Entrance dimensions (width x height) m** Durchfhrtshöhen auf dem Messegelände 4 m Height of passageways across the exhibition grounds 4 m	**Gasanschluss möglich** Gas connection	**Kühlung** Cooling	**Wasseranschluss bi 50 mm** Water connection up to 50 mm	**Wasserabfluss bis 100 mm** Water drainage up to 100 mm	**Vorhandener Brandschutz / Sprinkler** Fire fighting system / sprinkler system	**Stützen** Supports	**Lastenaufzüge** Freigh elevators
EMS	-	-	2.326/465	18,00	-	x	10	3,5	-	x	(4)	1	5,00x5,50	-	x	x	x	x	-	-
1.1	98	62	6.058	6,00	x	-	10	3,5	-	x	(1)	4	4,85x5,30	x	x	x	x	x	x	-
2.1	98	62	6.058	6,00	x	-	10	3,5	-	x	(1)	4	4,85x5,30	x	x	x	x	x	x	-
3.1	98	62	6.058	6,00	x	-	10	3,5	-	x	(1)	4	4,85x5,30	x	x	x	x	x	x	-
4.1	98	62	6.058	6,00	x	-	10	3,5	-	x	(1)	4	4,85x5,30	x	x	x	x	x	x	-
5.1	98	26	2.606	6,00	x	-	10	3,5	-	x	(1)	2	4,85x5,30	x	x	x	x	x	-	-
6.1	98	29	2.783	6,00	x	-	10	3,5	-	x	(1)	2	4,85x5,30	x	x	x	x	x	-	-
a	41	28	1.218	6,00	x	-	10	3,5	-	x	(1^0)	1	4,85x5,30	x	x	x	x	x	-	-
7.1 b	41	28	1.218	6,00	x	-	10	3,5	-	x	(1^0)	1	4,85x5,30	x	x	x	x	x	-	-
c	38	28	1.130	6,00	x	-	10	3,5	-	x	(1^0)	1	4,85x5,30	x	x	x	x	x	-	-
8.1	103	28	2.962	4,10	x	-	10	3,5	-	x	-	2	5,30x4,00	x	x	x	x	x	x	-
a	84	29	2.461	8,90	-	x	50*	3,5	x	-	(1)	2	4,69x5,00	-	x	x	x	x	x	-
9 b	58	48	2.760	8,90	-	x	50*	3,5	x	-	-	-	über/via a+c	-	x	x	x	x	x	-
c	84	29	2.451	8,90	-	x	50*	3,5	x	-	(1)	2	4,73x5,00	-	x	x	x	x	x	-
10.1	58	28	1.677	4,10	x	-	10	3,5	-	x	-	2	5,30x3,95	x	x	x	x	x	x	-
11.1	94	28	2.709	4,10	x	-	10	3,5	-	x	-	4	5,30x4,00	x	x	x	x	x	x	-
12	84	32	2.705	10,89	x	-	10	3,5	x	x	(2)	1	7,60x4,85	x	x	x	x	x	-	-
13	Ø27	-	583	19,17+6,40	-	x	10	3,5	-	x	(4)	-	über/via 14.1	x	x	x	x	x	x	-
14.1	34	24	765	4,43+6,46	x	-	10	1,5	x	x^0	(1)	1	4,50x4,15	x	x	x	x	x	-	-
15.1	102	24	2.309	4,43+6,39	x	-	10	1,5	x	x^0	(1)	1	4,50x4,15	x	x	x	x	x	-	-
16	Ø27	-	583	19,00+6,40	-	x	10	3,5	-	x	(4)	-	über/via 15.1	x	x	x	x	x	x	-
17	91	32	2.957	8,40	x	-	10	3,5	x	x	(2)	2	4,28x4,65	x	x	x	x	x	-	-

Die angegebenen Längen- und Breitenmaße sind auf volle Meter gerundet.
EMS Eingang Messe Süd
kN Kilonewton
* im Kanalbereich nur 10 kN/m²
(1^0) Kein durchgängiger Fensterverband
X^0 Abhängung ca. 0,35 kN/m Kahneisenprofil In senkrechter Richtung

The dimensions indicated have been rounded to the nearest metre.
EMS Entrance Messe south
kN kilonewton
* in the vicinty of ducts only 10 kN/m²
(1^0) no continuous windows
X^0 suspension approx. 0.35 kN/m cross section screwed connection, applied vertically

Messe Berlin

Stand/As of: 06/2010

Hallentechnik, Ebene 2
Technical Equipment, level 2

Hallennummer Hall number	**Länge m** Length m	**Breite m** Width m	**Brutto m²** Gross area m²	**Lichte Höhe m** Clearance height m	**Installationsboden auf Massivdecke** Utility floor on a solid base	**Massivogden mit Kabelkanälen** Solid floor with cable ducts	**Zulässige Bodenbelastung kN/m²** Maximum permissible surface load kN/m²	**Gabelstapler und LKW Radlast t** Fork lift and truck with wheel load t	**Vorhandene Zwischendeck** Available intermediate ceiling	**Hängepunkte 2 kN/Pkt.** Suspension points max. load 2 kN/pt.	**Fenster Tageslicht** (1) einseitig, 2) zweiseitig, (3) dreiseitig, (4) allseitig Daylight from window, (1) one sided, (2) two sided, (3) three sided, (4) four sided	**Anzahl Tore** Number of gates	**Toreinfahrtsgrößen (Breite x Höhe) m Entrance dimensions (width x height) m** Durchfhrtshöhen auf dem Messegelände 4 m Height of passageways across the exhibition grounds 4 m	**Gasanschluss möglich** Gas connection	**Kühlung** Cooling	**Wasseranschluss bi 50 mm** Water connection up to 50 mm	**Wasserabfluss bis 100 mm** Water drainage up to 100 mm	**Vorhandener Brandschutz / Sprinkler** Fire fighting system / sprinkler system	**Stützen** Supports	**Lastenaufzüge** Freigh elevators
1.2	98	62	6.058	9,00	x	-	10	3,5	-	x	(1^0)	2	4,85x5,30	x	x	x	x	x	x	-
2.2	98	62	6.058	9,00	x	-	10	3,5	-	x	(1^0)	2	4,85x5,30	x	x	x	x	x	x	-
3.2	98	62	6.058	9,00	x	-	10	3,5	-	x	(1^0)	2	4,85x5,30	x	x	x	x	x	x	-
4.2	98	62	6.058	9,00	x	-	10	3,5	-	x	(1^0)	2	4,85x5,30	x	x	x	x	x	x	-
5.2 a	98	29	2.904	9,00	x	-	10	3,5	-	x	(1^0)	2	4,85x5,30	x	x	x	x	x	-	-
b	98	29	3.517	9,00	x	-	10	3,5	-	x	-	2	4,85x5,30	x	x	x	x	x		
6.2 a	98	29	2.904	9,00	x	-	10	3,5	-	x	(1^0)	2	4,85x5,30	x	x	x	x	x	-	-
b	98	29	3.369	9,00	x	-	10	3,5	-	x	-	2	4,85x5,30	x	x	x				
a	41	28	1.218	6,00	x	-	10	3,5	-	x	(1^0)	1	4,85x5,30	x	x	x	x	x	-	-
7.2 b	41	28	1.218	6,00	x	-	10	3,5	-	x	(1^0)	1	4,85x5,30	x	x	x	x	x	-	-
c	38	28	1.130	6,00	x	-	10	3,5	-	x	(1^0)	1	4,85x5,30	x	x	x	x	x	-	-
8.2	103	28	2.960	7,20	x	-	10	3,5	x	x	(2)	2	5,30x5,30	x	x	x	x	x	-	-
10.2	58	28	1.688	7,20	x	-	10	3,5	x	x	(2)	2	5,30x5,30	x	x	x	x	x	-	-
11.2	94	28	2.706	7,20	x	-	10	3,5	x	x	(2)	2	5,30x5,30	x	x	x	x	x	-	-
14.2	18	20	359	4,35	x	-	5	-	x	-	(1)	-	-	x	x	x	x	x	-	x
15.2	60	20	1.228	4,35	x	-	5	-	x	-	(1)	-	-	x	x	x	x	x	-	x
18	96	39	3.821	14,35	x	-	10	3,5	x	x	(3)	1	4,40x4,85	x	x	x	x	x	-	-
19 Eingangshalle Nord	-	-		31,80	-	-	5	-	-	x	(4)	-	-	-	-	-	-	-	-	-
20	96	39	3.947	14,35	x	-	10	3,5	x	x	(3)	1	4,75x5,00	x	x	x	x	x	-	-
21 a	71	33	2.937	10,00+5,00	x	-	10	3,5	-	x	(1)	2	4,80x5,00	x	x	x	x	x	x	-
b	72	33	2.458	10,00+5,00	x	-	10	3,5	-	x	(1)	2	4,80x5,00	x	x	x	x	x	x	-
22 a	71	33	2.784	10,00+5,00	x	-	10	3,5	-	x	(1)	2	4,80x5,00	x	x	x	x	x	x	-
b	71	33	2.362	10,00+5,00	x	-	10	3,5	-	x	(1)	2	4,80x5,00	x	x	x	x	x	x	-
23 a	65	33	2.661	10,00+5,00	x	-	10	3,5	-	x	(1)	2	4,80x5,00	x	x	x	x	x	x	-
b	60	33	1.996	10,00+5,00	x	-	10	3,5	-	x	(1)	2	4,80x5,00	x	x	x	x	x	x	-
24				2,80	-	-	5	-	-	-	(2)	-	-	-	x	x	x	x	x	-
25	149	48	7.458	15,70	-	x	200*	3,5	-	x	-	4	11,20x10,50	x	x	x	x	x	-	-
26 a	74	67	4.259	7,00+4,64	-	x	50*	3,5	-	-	(2)	4	4,90x5.00	x	x	x	x	x	x	-
b	59	67	3.453	7,00	-	x	50*	3,5	-	-	(2)	4	4,90x5.00	x	x	x	x	x	x	-
c	74	44	3.189	7,00+4,64	-	x	50*	3,5	-	-	(2)	3	4,90x5.00	x	x	x	x	x	x	-
5.3	98	29	3.209	6,00	x	-	10	3,5	-	x	(1^0)	-	-	x	x	x	x	x	-	x
6.3	98	29	3.257	6,00	x	-	10	3,5	-	x	(1^0)	-	-	x	x	x	x	x	-	x

Die angegebenen Längen- und Breitenmaße sind auf volle Meter gerundet.
kN Kilonewton
* im Kanalbereich nur 10 kN/m²
(1^0) Kein durchgängiger Fensterverband
X^0 Abhängung ca. 0,35 kN/m Kahneisenprofil
In senkrechter Richtung

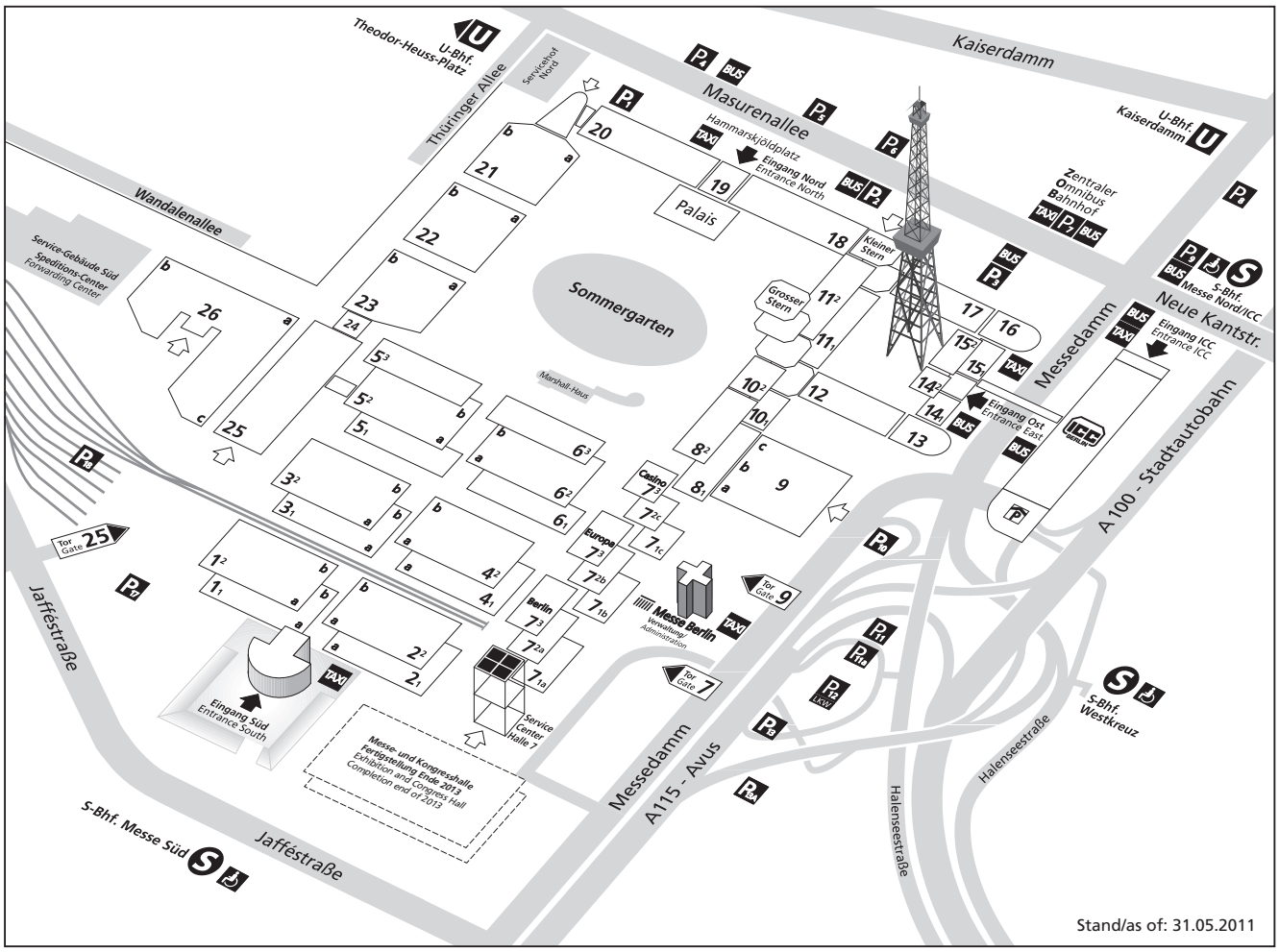
The dimensions indicated have been rounded to the nearest metre.
kN kilonewton
* in the vicinty of ducts only 10 kN/m²
(1^0) no continuous windows
X^0 suspension approx. 0.35 kN/m cross section
screwed connection, applied vertically

Messe Berlin

Stand/As of: 06/2010

Messe Berlin

Geländeplan
Exhibition grounds



Haupteingänge / Main entrances

Bedarfseingänge / Reserve entrances

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Telefon +49(0)30 / 3038-0 · Fax +49(0)30 / 3038-2325
www.messe-berlin.de · central@messe-berlin.de

3.1.1 General lighting, types of current, voltages

The general hall lighting has an intensity of at least 100 lux, measured 1 m above the hall floor.
Available types of current and voltages on the exhibition grounds:
Type of supply: TN-C/S network
AC 230 volt (± 10%) 50 Hz
Three-phase 3 x 400 volt (±10%) 50 Hz

3.1.2 Supplies of compressed air, electricity, natural gas and water

The supplies of compressed air, electricity, natural gas and water to the stands are obtained through the pipework and wiring in the false floors. In Halls 9 abc, 13, 16, 25 and 26 abc these supplies are obtained from the ducts in the hall floors.

3.1.3 Communication facilities

Telephone, telefax, data and aerial connections to the stand are laid in the false floor carrying in which the pipework and wiring are installed. In Halls 9 abc, 13, 16, 25 and 26 abc these services are supplied from the ducts in the hall floors.

3.1.4 Sprinkler system

The halls are fitted with sprinkler systems.
Any superstructure occupying more than 30 m² of the stand area (enclosed ceiling area) requires the installation of a sprinkler system that conforms to the VDS standard.
The sprinkler systems required for stands are supplied from the false floor. In Halls 9 abc, 13, 16, 25 and 26 abc the supply is obtained from the ducts in the hall floors or the hall ceilings.

3.1.5 Heating/ventilation

The halls are equipped with ventilation systems. If necessary, the halls will be heated during the event (+18 °/ 20 °C), or cooled (+26° / 30°C).

3.1.6 Interruptions to supplies or services

If interruptions occur to the technical supplies the fair management must be notified immediately. Messe Berlin accepts no liability for losses or damage caused by such interruptions.

3.2 Open-air grounds

The open-air grounds comprise uneven and non-compacted gravel and paved areas.
During the opening times of the event the grounds will be provided with general lighting for the roadways and paths.
The necessary connection points for services are provided at irregular distances.
There is a rail connection onto the Exhibition Grounds.

4 Stand construction regulations

4.1 Constructional safety of stands

Exhibition stands, together with their installations and exhibits, and any means of carrying advertising, must be structurally stable, so that they do not jeopardise public safety and order, and in particular, do not present a hazard to life and heath. Exhibitors are responsible for the structural safety and may be required to furnish proof of same.

4.2 Stand construction approval

Provided the design and construction of the stand conform to the technical guidelines, it is not required to submit drawings for approval of single-tier stand constructions in the halls. If a stand area occupies the space of an entire hall section or hall(s) through which visitor aisles must pass, then approval must be obtained even in the case of single-tier constructions.

If requested by exhibitors, Messe Berlin can arrange for the stand construction plans (submitted in duplicate) to be checked. All other stand structures, temporary structures, mobile stands, outdoor structures, special structures and constructions require approval.

4.2.1 Examination and acceptance of structures requiring approval

Scaled plans of stands, to a scale of at least 1 : 100, showing the layout and elevations, must be submitted in duplicate to Messe Berlin at least 6 weeks prior to the start of the event for approval.

Following examination, one copy of the stand plans will be returned to the exhibitor / stand constructor, endorsed as approved. The stand structure shall only be considered to have been accepted when this approval has been issued.
For the approval of:

- stand structures with two or more storeys (see item 4.2.1)
- For special structures / special structural solutions, special components, temporary structures, components above areas frequented by visitors, grandstands, see Item 4.2.1
- Show trucks
- aisles, gangways, steps, railings, parapets (see item 4.6)
- outdoor structures (see item 4.8),

the following documents, in German (in duplicate) are required at least 6 weeks prior to the start of the event:

a) **examined** structural calculation in accordance with German industrial standards and technical rules. Examined in the aforementioned sense applies to stress analysis documents (incl. test report), which have been examined exclusively by a **technical inspector or a structural stability expert approved in accordance with the respective state building regulations.**
b) description of the building, location plan,
c) stand construction drawings to a scale of 1 : 100 (layout, elevations, sections),
d) item a) does not apply if a type certification suitable for examination or a valid inspect and test log in accordance with FIBauR (Directive on the Construction and Operation of Temporary Structures) is submitted. Submitted valid inspect and test logs will be shown by Messe Berlin on behalf of the exhibitor to the local Building Inspectorate responsible for the final acceptance.

The exhibitor / stand constructor will be invoiced for the costs of the construction approval process.

In addition to type testing/type certification for individual items of technical equipment, e.g. sports and games equipment with mechanical or electrical functions, the following documents, in German, must be submitted for inspection:

- Description of construction and operation
- Design drawings,
- Proofs of stability,
- TÜV test certificates, approvals

or

- Statement of EU conformity issued by a recognised certification authority or an equivalent manufacturer's in accordance with BauPG, §§ 9, 10. The above documents may also be required.

If none of the stress analysis documents examined a stated above are available, they may be drawn up with the assistance of Messe Berlin. The costs will be borne by the exhibitor/stand constructor.
Exhibitors / stand constructors may be charged with additional costs if documents are not submitted on time.

4.2.2 Vehicles and containers

Vehicles and containers placed in the halls require official approval if used as display stands.

4.2.3 Alterations to non-regulation stand structures

Stand constructions that have not been approved, or that do not conform to the Technical Directives or to legal requirements, may have to be altered or removed.
If work is not carried out within the specified time, Messe Berlin is entitled to undertake the alterations itself, at the exhibitor's expense.

4.2.4 Extent of liability

No claims can be entertained against Messe Berlin for loss or impairment of, or damage to the designs, models or other documents submitted.

4.3 Construction heights

Unless stated otherwise for the trade fair in question, the maximum height of stand structures is equal to the inside height of the hall minus 0.50 m.

The lessee is obliged to install a white partition separating his stand and the directly adjacent stand, which is structurally stable, has no gaps, and bears no advertising of any kind.

Advertising facing directly adjacent stands must be placed at a distance of at least 1 m from the boundary of the neighbouring stand. Exhibits are not subject to this regulation. Structural restrictions may apply.

The height restriction in Halls 8.1, 10.1 and 11.1 is 3.60 m.

4.4 Fire protection and safety regulations

4.4.1 Fire protection

4.4.1.1 Stand construction and decoration materials

The use of easily flammable materials, those which cause flaming droplets when burning, or which lead to the production of noxious gases, such as polystyrene foam (styrofoam) PVC or similar acrylic glass products, is prohibited. No materials may be used that create dense smoke when ignited.
In individual cases, and for safety reasons, special requirements may be imposed with regard to load-bearing structures (e.g. they should not be made of inflammable materials).
The use of plastic cable ties to secure any parts subject to structural stresses is not permitted.
Decoration materials must be at least flame-retardant in accordance with DIN 4102-1 B1, and should not form burning droplets, in conformity with EN 13501-1 C-s3, d0.

Test certificate for the categories of material used must be available. Trees and plants may only be used for decorative purposes if they have been recently cut (leaves and pine needles must be fresh and green.) If it becomes apparent that trees and plants have dried out during the exhibition, making them easily inflammable, they must be removed.
Bamboo, reeds, hay, straw, bark mulch, turf or similar materials do not as a rule satisfy the aforementioned requirements.

4.4.1.2 Displays of motor vehicles

Vehicles powered by combustion engines may only be exhibited in the halls if the fuel tank is virtually empty. Battery terminals must be disconnected and the fuel tank must be sealed off. In the case of gas-powered vehicles see item 5.7 concerning the pressurised container.

4.4.1.3 Explosive substances/Ammunition

Explosive substances are regulated by the Law on Explosives (Sprengstoffgesetz) in its current amendment and may not be displayed at trade fairs or exhibitions. This also applies to ammunition as defined by the Weapons Law (Waffengesetz).

4.4.1.4 Pyrotechnics

Pyrotechnic displays require official authorisation and the intended special pyrotechnical effects must be approved by Messe Berlin.
A copy of the application for such authorisation (Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, 10559 Berlin, tel.: 030/90254-5000) should be submitted to Messe Berlin at least two weeks prior to the start of the event.

4.4.1.5 Flying objects/Balloons

Approval must be obtained from Messe Berlin for the use of balloons filled with safety gas and for the distribution of balloons in the halls and on the open air grounds. Any cleaning costs that are incurred will be charge to the exhibitor.

4.4.1.6 Smoke machines

The agreement of Messe Berlin must be obtained before using smoke machines.

4.4.1.7 Ashtrays

Unless smoking has been expressly prohibited on the stand, arrangements must be made to provide a sufficient number of ashtrays or other containers for disposing of cigarettes, made of non-inflammable material, and for emptying them at regular intervals.

4.4.1.8 Containers for waste, recyclable and residual materials

Any containers placed on the stands for recyclable and residual materials may not be made of inflammable materials.
Containers for recyclable and residual materials must be emptied regularly, and at least every evening after the close of the fair, using the recycling stations located at the entrances to the halls.
If larger quantities of inflammable materials accumulate, these must be removed several times daily.

4.4.1.9 Spray guns, cellulose spray paint

The use of spray guns and cellulose spray paint is not permitted.

4.4.1.10 Hot work

Welding, cutting, soldering, abrasive cutting and other work involving the use of naked flame or flying sparks are strictly prohibited on all operational and display areas belonging to Messe Berlin.

In exceptional cases and subject to submission of a written request approval may be granted for hot work during the setting up and dismantling of events. For this purpose Messe Berlin will deploy a fire officer, for whom a charge will be made, who will be present to supervise the work from its commencement to its completion. Hot work during the event is prohibited.

4.4.1.11 Empty packaging

Empty packaging of all kinds (e.g. boxes and packing materials) may not be stored in the hall, either inside or outside the stand. Any such empty packaging must be removed immediately.

4.4.1.12 Fire extinguishers

On stands of > 100 m² a suitable fire extinguisher with at least 10 extinguishing units must be available during construction and dismantling and throughout the duration of the event. The location of the extinguisher must be marked on the stand in compliance with the accident prevention regulations BGV A8 (VBG 125). If necessary several fire extinguishers may be required. On two-storey stands one fire extinguisher must be provided at the top of each stairway.

4.4.2 Covering over the stands

In order not to adversely affect the use of sprinklers, in those halls equipped with such installations no stands may be covered.
Ceilings shall be considered as open if not more than 50% of the area, based on the square metre measurement of each individual stand, is enclosed.
Ceilings capable of incorporating a sprinkler system and with a grid size of at least 2 x 4 mm or 3 x 3 mm for areas of up to 30 m² are permitted, to which individual areas may be added. The fabric covering should be tensioned horizontally, and should consist of a single layer only. Penetration of the fabric sheets should be avoided. (For two-storey structures see also Item 4.9.2
Open grid ceilings are permitted.
Approval must be obtained for horizontal decorations and for ceiling areas over single and collective stands.
The materials used for these areas must be at least flame retardant, in accordance with DIN 4102/B1 or EN 13501-1 C-s3, d0 and proof must be furnished in the form of a test certificate.
Under the preliminary remarks, the following regulations apply to all stands:
a) Contiguous areas may not constitute a single area of more than 30.00 m² (floor plan projection).
b) If there are a number of such individual areas they must be separated from one another (floor plan projection).
The spacing shall be determined in each individual case.
c) If the stated maximum area is exceeded, a sprinkler system must be provided.

4.4.3 Glass and acrylic glass

Only safety glass which is suitable for the purpose may be used.
Please ask for a copy of our code of practice for the use of glass/acrylic glass in trade fair construction (”Merkblatt zum Einsatz von Glas/Acrylglas im Messebau”). see also www.messe-berlin.de (Exhibition Centers – Guidelines and Conditions – Download).
Any exposed edges of the glass should be worked in such a way or protected as to prevent the risk of injury.

4.4.4 Enclosed recreation rooms

All recreation rooms which are enclosed on all sides (enclosed spaces) must be equipped with a visual or acoustic system to relay alarms to the stand at all times. Substitute measures may be approved in exceptional cases.
Auditoriums must have at least two exits leading directly to the aisles of the halls.
These exits should be placed as far as possible from one another.
Special approval must be obtained for auditoriums with a capacity of more than 200 persons..

4.5 Exits/ Escape routes, Doors

4.5.1 Exits. Escape routes

The distance between any point on a display area and a hall exit may not exceed 20 m in a straight line.
Recreation rooms with a floor area in excess of 100 m² must be provided with at least two exits to emergency escape routes, which must be as far apart as possible from one another and leading in opposite directions.
The escape routes must be marked as such, in accordance with BGV A8 (formerly VBG 125).
The minimum number and clear width of escape routes (exits, stairways, corridors) that must be provided are listed below:
- up to 100 m²: 1 escape route, 0.90 m wide
- over 100 m² and up to 200 m²: 2 escape routes, each 0.90 m wide
- over 200 m² and less than 400 m²: 2 escape routes, each 1.20 m wide

4.5.2 Doors

Swinging, revolving, code-operated, sliding doors and other restrictions on access may not be installed along rescue routes.

4.6 Platforms, parapets, ladders, ramps, raised walkways, stairs

Generally accessible walkways and other such areas which are immediately adjacent to areas that are more than 0.20 m lower must be surrounded by parapets.
These must be at least 1.10 m in height.
Parapets on areas accessible to the public attending trade fairs must be provided with a firm, non-slip handrail. To make it more difficult for anyone to climb over the parapets, only enclosed infilling or vertical bars with a max. gap or aperture of 0.12 m are permitted.
Parapets in areas with restricted access to trade visitors must be made safe with at least one non-slip handrail together with a centre and lower brace.
Swinging, revolving, code-operated, sliding doors and other restrictions on access may not be installed along rescue routes.
Ladders, ramps, raised walkways and stairs must comply with accident prevent regulations.

4.7 Stand design

4.7.1 Barrier-free construction

When constructing the stands every efforts should be made to ensure that they are barrier-free. Stands and their installations should also be accessible and usable by disabled people.

4.7.2 Checking the rented area

The organiser will mark out the rented area. All exhibitors are required, when on site, to inform themselves about the location, dimensions and any fittings, safety installations etc.
The boundaries of the stand must be strictly observed.

4.7.3 Interference with the permanent building structure

No parts of the hall or technical installations may be damaged, contaminated or altered in any other way (e.g. through drilling, or the insertion of screws or nails), they may not be painted or papered, nor may anything be pasted onto them.
No parts of the hall or technical installations may be used to support stand fittings or exhibits.
However, provided that no damage is caused to them, the columns/supports in the halls may be enclosed within the rented area, up to the permitted construction height
No third parties are allowed onto any accessible part of the intermediate floor.

4.7.4 Hall floors

When laying carpets and other floor coverings measures must be taken to prevent accidents. These carpets and floor coverings may not extend beyond the boundaries of the stand.
Only adhesive tape may be used to attach the floor coverings, and when this is removed no residues should be left behind.
All materials used must be removed without leaving residues.
Oil, fat, paints and similar substances must be removed immediately from the surfaces.
The hall floors may not be painted, nor may anything be stuck to them.
Anchor points and attachments in the hall floor are only possible under certain conditions in Halls 9abc, 25 and 26 abc, and approval can be granted in response to an application.
The floor will be restored to its original state by Messe Berlin GmbH or its contractors. A charge will be made for this work.

4.7.5 Suspended items

Items may be suspended from the hall ceilings using the technical facilities provided. The provision of these facilities is dependent on Messe Berlin or its contractual partners.

Approval must be obtained for suspended items.
An outline sketch must be included with the order form “Suspended Decoration”, showing the suspended weights and required positions of the suspension points.
The installation of all suspended items, whether from the hall ceiling or the elevated system of traverses (ground support), and other structures must comply with BGV C1.(*venues for theatrical performances*) and the current standards for event engineering (*VPLT* or similar regulations).

4.7.5.1 Suspension of heavy loads

In all cases tests are required for heavy suspended loads (> 2,0 kN/Point) and these are subject to stability monitoring by Messe Berlin.
The necessary documents must be submitted and Messe Berlin will arrange for their examination, for which a fee is payable, and for the monitoring of the construction. Orders, using form “Suspended Decoration”, must also be accompanied by assembly instructions, a dimensioned site plan showing the crosspieces together with the planned suspension points, including the loads at these points and installation details. These must be submitted in German no later than 6 weeks prior to the start of construction.
On behalf of and at the expense of the lessee, Messe Berlin will pass these documents on to its stress analysis engineers who will, in all cases, undertake or approve of an inspection of the suspended loads / assemblies for the transmitted loads or direct loads imposed on the hall trusses, for which a charge will be made.
Lessees will be obliged to undertake any ensuing corrections and/or alterations ordered by the stress analysis engineers.

4.7.6 Partitions marking stand boundaries

The organiser will rope or cordon off the rented stand area, and mark it accordingly.
Partitions for marking the boundaries of the stand are not available on the exhibition grounds.
The backs of the partitions belonging to neighbouring stands may not be used unless prior approval has been obtained.
If required, partitions and the walls of booths in the halls can be ordered from Messe Berlin, for which a charge will be made.
An outline sketch must be included with the order form, showing the arrangement of the partitions.
The partitioning elements are made of perforated wall elements, white, plastic coated, thickness approx. 25 mm, height approx. 2.47 m.

The stand partitioning elements are re-usable and may be papered. Paint may only be applied to the paper, and dispersion paint must be used.
A tolerance of up to 80 mm must be allowed when calculating the dimensions of the rented area, to allow for the partitions on both sides.

4.7.7 Advertising materials / Presentations

Lettering referring to the stand or exhibits, and company or brand logos, must not exceed the prescribed construction height.

They should contribute towards a harmonious overall impression
Presentations, optical, slowly moving or acoustic forms of advertising are permitted, as is the reproduction of music, provided that they do not cause annoyance to adjoining stands, or congestion in the aisles, or drown out announcements by the fair authorities in the halls. The volume may not exceed 70 dB(A) at the stand boundaries.
Exhibitors are only permitted to distribute printed matter and to conduct advertising on their own stands.

4.7.8 General appearance

Exhibitors are responsible for designing their stands, taking into account criteria that typify the event in question.
Partitions adjoining aisles used by visitors should create a more varied effect by the installation of showcases, niches, display and similar items.

Where the rear of a stand adjoins that of a neighbouring exhibitor, its appearance must be kept neutral, so as not to adversely affect the appearance of the other stand.

The lessee is obliged to install a white partition separating his stand and the directly adjacent stand, which is structurally stable, has no gaps, and bears no advertising of any kind.

4.7.9 Air conditioning

Evenly distributed air conditioning from the central system in the hall cannot be guaranteed where there are enclosed ceilings or on the upper floors of stands.
If a separate air conditioning unit is to be installed on a stand the use of air-cooled condensers is not permitted in the hall.
Fresh water may only be used in air conditioning units for cooling the refrigerating compressors. The water consumption of such air conditioning units must be recorded by means of a water meter.

4.7.10 Kitchens

For reasons of safety no kitchen appliances using inflammable gases from pressurised bottles are allowed in the halls (see Item 5.5.2).
Kitchen vapours must be conducted out of the hall in order to eliminate offensive odours.
In order to help protect the environment cooking oils, fat from deep fat fryers and similar substances should be disposed of separately. The appropriate containers should be kept in readiness on the stand.
The pollutants in any waste water intended for release into the sewage system should not exceed the amounts normally produced in domestic situations. Fat separators must be used If waste water containing large amounts of fat or grease is to be disposed off.

4.7.11 Restoration of stand areas

Exhibitors must ensure that stand areas are handed over in a clean and original condition by the end of dismantling at the latest. All the necessary restoration work, including the removal of adhesive strips, paint residues etc., must be completed by this time.

4.8 Open air grounds

Without exception, and even if only installed for only a short time, official approval is required for all structures with areas which can be walked on, and/or for covered structures, such as tents, pavilions etc. and advertising areas with a surface area exceeding 2.5 m².
See Items 4.1 and 4.2 ff on the testing and acceptance of structures requiring approval.
In this respect see our “Notice concerning structures on the outdoor grounds”

4.9 Two-storey structures

4.9.1. Construction applications

The erection of two-storey structures is possible subject to the agreement of the relevant project management at Messe Berlin. The application must be submitted as soon as approval has been granted for the stand.
Two-storey structures are not possible in Halls 8.1, 10.1 and 11.1, and only at certain points in Halls 14.1 and 15.1.

4.9.2 Conditions pertaining to construction over the stand area, safe distances, height of interiors on the stand

The maximum height of additional structures is 6.00 m, unless stated otherwise for specific trade fairs.
In the case of two-storey structures, interior rooms must have a headroom of at least 2.30 m.
A sprinkler installation must be provided if an area of more than 30 m² is to be built over.
Above a height of 2.50 m, stand structures adjoining neighbouring stands must be painted in neutral white.

4.9.3 Live loads / Design loads

In accordance with DIN 1055-3, Table 1 [Cat. C] the following working loads apply, as perpendicular live loads, to the upper floor of a two-storey stand within a hall:

In the case of **limited use by trade visitors**, or by stand personnel engaged in discussions or assisting customers, i.e. furnishing with tables and chairs arranged freely or in discussion booths, the following live load [Cat. C1] applies: q_k = 3,0 kN/m^2.

The following live load [Cat. C3 and upwards] is required for **unrestricted use** as a freely accessible area for exhibitions and assemblies, either with or without closely placed seating: q_k = 5.0 kN/m^2.
Stairs and rostrums with stairs must always be designed for a live load [Cat. T2] of q_k = 5.0 kN/m^2.

A **horizontal load of 1/20 q_k** (q_k = perpendicular live load) applies on the upper floor of two-storey trade fair stands or viewing platforms in order to achieve sufficient lateral and longitudinal stability .

In accordance with DIN 1055-3, table 7, a horizontal live load [Cat. C] of **q_k = 1,0 kN/m** at the capping level applies to balustrades and railings. The same load conditions must also be applied to external cladding that also acts as a safety wall element, if no separate, supporting balustrade is provided on the inside.
For other free-standing wall/stand construction elements with a height of more than 4 metres, proof must be provided for a horizontal load of 0.125 kN/m^2 (hall wind) or 1/100 of the deadweight at half the hall height, in order to ensure sufficient stability and tilt resistance for the base load mounting.

Proof must be provided that the permitted loads on the hall floor (≤ 35 kN kN/m^2) have not been exceeded (≤ 35 kN, see Item 3.1. Hall data).

Increased individual supporting loads (≥ approx. 35 kN) as a result of stand construction by the lessees or the introduction

of exhibits (transport loads) must be indicated separately and noted in a dimensioned, scaled plan showing the positioning of the supports in relation to the boundaries of the stand. This information must be provided in German and submitted to Messe Berlin for examination.

An examination must be carried out by Messe Berlin stress analysis engineers, for which a charge will be made, into the increased load distribution in the elevated modular floor of the hall (which may be achieved by using stronger packing). Messe Berlin will pass the examination documents and plan showing the positioning of the supports on to the stress analysis engineer on behalf of and at the expense of the exhibitor/stand constructor. Any corrections made by the stress analysis engineers are binding on the exhibitor/stand constructor.

4.9.4 Emergency exits / Stairways

On the upper floor of a two-storey exhibition stand the walking distance from any accessible point to the stairs may not exceed 20 m. The stairs should be arranged in such a way as to ensure the minimum distance along the escape routes to the outside of the building.
If the upper floor area exceeds 100 m², at least two sets of stairs are required, separated from one another and running in opposite directions.

All stairways must be constructed in conformity with DIN 18065. The risers may not exceed 0.19 m. in height and the tread width should not be less than 0.26 m.
The stairs must have a minimum width of 1.0 m. On upper floor areas in excess of 100 m² and with fewer than 200 persons, two stairways with a minimum width of 1.0 m are sufficient. If the upper floor area exceeds 200 m² and/or there are more than 200 persons, two stairways each with a minimum useable stair width of 1.20 m are required.

If stairways are required, spiral or solid newel staircases may not be used.

Stairs with a width exceeding 2.40 m must be provided with two external handrails and a central handrail.
The handrails must be firmly attached, non-slip and endless, i.e. turned in on themselves. A gap of at least 0.05 m must be provided between the handrails and adjacent structures. Handrails must be provided on both sides.

4.9.5 Construction materials

For two-storey stands the load-bearing components, the ground floor ceiling and the floor on the upper storey must be made of materials that are at least flame-retardant, and do not form burning droplets, and/or comply with EN 13501-1 C-s3, d0.

4.9.6 Upper floors

If necessary, on the upper floor, in the area around the parapets or railings, skirting with a height of at least 0.05 m must be provided to prevent items from rolling off.
Parapets and railings must be constructed in accordance with Items 4.6 and 4.9.3.
In halls provided with a sprinkler system, under no circumstances should the upper floor be covered over, unless this area is also protected by a sprinkler system
In addition to the fire extinguishers provided on the ground floor, at least one fire extinguisher must be placed in a conspicuous place at the top of the stairs, where it is easily accessible (see item 4.4.1.12).

5. Operational safety, technical safety regulations, technical rules, technical services

5.1 General rules

Exhibitors are responsible for ensuring operating safety and compliance with industrial safety and accident prevention regulations on their stands.
Construction and dismantling work may only be carried out subject to the current valid working and trade law regulations.

5.1.1 Damage

At the conclusion of the event, any damage caused by the exhibitor or his employees on the exhibition grounds, in buildings, or to installations will be made good by Messe Berlin at the exhibitor's expense.

5.2 Use of operating equipment

The use of devices that fire bolts is not permitted in the exhibition halls.
Woodworking equipment that is not fitted with sawdust extractors may not be used in the halls.
The use of cranes, forklift trucks and working platforms is restricted exclusively to the forwarding companies under contract to Messe Berlin. The use of a company's own cranes, forklift trucks and working platforms is not permitted for safety reasons (see Item 5.12).

5.3 Electrical installations

5.3.1 Electrical connections

One or more connection points with fuse boxes and master switches will be provided for each stand where electrical power is required.
These connections (main connections) will be installed by Messe Berlin GmbH or its contractors and a charge will be made for this work.
An outline sketch must be included with the order form, showing the required location of the connections.
The sum total of the power required by all consumer units (electric lights, motors, appliances etc.) should be shown, to enable a sufficient cross-section for the power supply lines to be calculated.
For safety reasons the power supply may be cut off on the final day after the close of the fair.

5.3.2 Stand installations

After orders have been placed, electrical installation work on the stand will be carried out by Messe Berlin or its appointed contractors, for which a charge will be made.
Earth leakage circuit breakers (RCDs) rated at 30 mA are compulsory for all circuits.
The exhibitor may use his own electrical contractors or an approved specialist firm to carry out installation work within the stand, in accordance with VDE regulations, valid European regulations and current available technology.

5.3.3 Assembly and operating regulations

All electrical equipment must be installed and operated in accordance with the current, valid safety regulations of the German Electrical Engineering Association VDE or the current, valid EU standards (EN). Particular attention must be paid to VDE 0100, 0108, 0128 and ICE standard 60364-7-711.

Compensation must be provided for installations using fluorescent tubes (single compensation or dual circuit).
The high or low frequency interference to the mains must not exceed the figures stated in VDE 0160 and VDE 0838 (EN 50 006).
The measures intended to provide protection in the event of indirect contact must include conductive structural components (earthing of the stand).
Only cable with a minimum cross section of 1.5 mm² Cu of the types NYM, H05VV-F, H05RR-F may be used.
The only exceptions are in the case of wiring supplying consumer units which are used at different locations (appliances etc.) with a length of up to 1.5 m.
Non-insulated electrical wires and terminals may not be used in low voltage installations (low voltage lighting systems), and stranded systems must be fully insulated too.
Secondary circuits must be protected against short-circuiting and overloading.
Transformers and converters should be protected by primary and secondary fuses.
Electronic protection systems do not qualify as automatic cut-out devices as defined in the VDE regulations. Measures should be undertaken to prevent lamps from dropping out.
Only lamps fitted with a protective disc may be used with halogen lights.
Busbars must be provided with protective covers. Connections using plastic cable ties are not permitted.
Lamps should be placed at a suitable distance from inflammable materials, based on the amount of heat generated.
The electrical installations on the exhibition stand may only be used for the event after they have been inspected and approved by the Technical Supervisory Authority (TÜV) or some other independent expert. Messe Berlin will arrange for the inspection to be carried out.
Non-insulated electrical wires and terminals may not be used for voltages in excess of 25 V AC or 60 V DC.
(Protection against direct contact must be provided).
Users may not carry out their own extensions or alterations after approval has been granted.
No power may be obtained from neighbouring stands.
Stands are not permitted to use their own power supply systems.

5.3.4 Safety measures

As a means of protection, all heat-generating and heat-producing electrical appliances (hotplates, spotlights, transformers etc.) must be installed on non-inflammable, heat-resistant and asbestos-free bases
Lamps should be placed at a suitable distance from inflammable materials, based on the amount of heat generated.
Lighting units may not be attached to inflammable decorations or similar items.
The manufacturer's instructions must be complied with.

5.3.5 Safety lighting

Stands on which, by the special nature of their construction, the existing general safety lighting is not fully effective, require their own, additional safety lighting, in conformity with VDE 0108.
It should be installed to enable persons to safely find their way to the general escape routes.

5.4 Water and sewage installations

Each stand to which water and sewage connections are to be made will be provided with one or more such connections.
Supply lines on their own are only permitted for permanent consumer units. Outflow pipes with a nominal diameter of less than 50 mm will not be installed.
Water supply pipes and sewage pipes will be installed by Messe Berlin or its contractors to floor level, for which a charge will be made No one is permitted to carry out their own assembly work within the false floor. Independently executed assembly work above the false floor that is not of a suitably professional standard will be dismantled or made good by Messe Berlin, for which a charge will be made.
If exhibitors are using industrial dishwashers they must apply for separate basic water supply and drainage lines, as specified by order form D4, item no. 94920.
If exhibitors carry out their own installation work connecting to the basic water supply/drainage lines (these being subject to a charge) this must comply with recognised technical guidelines and official drinking water regulations.
An outline sketch must be included with the order form, showing the required location of the connections.
For safety reasons the water supply may be cut off on the final day after the close of the fair.

5.5 Compressed air/Gas installations

5.5.1 Compressed air installations

Each stand to which compressed air connections are to be made will be provided with one or more such connections.
The connections will be installed by Messe Berlin GmbH or its contractors. A charge will be made for this work.
An outline sketch must be included with the order form, showing the required location of the connections.
For safety reasons the compressed air supply is disconnected each day after the fair has closed.

5.5.2 Gas installations (natural gas)

Each stand to be supplied with gas will be provided with one or more such connections.
For installations the latest version of the TRGI installation regulations is binding. Exhaust gases from large items of equipment must be led outside the building into the open air.
Natural gas connections will be installed by contractors appointed by Messe Berlin, for which a charge will be made.
An outline sketch must be included with the order form, showing the required location of the connections.

5.6 Mechanical installations, pressurised containers, exhaust gas installations

5.6.1 Machinery noise

In the interests of other exhibitors, the operation of loud machinery and appliances should be kept to a minimum.
Noise levels at the boundaries of the stand must not exceed 70 dB(A).

5.6.2 Equipment Safety Law and Product Safety Law

All technical working equipment and consumer products exhibited must satisfy the current and valid terms of the Equipment and Product Safety Law (GPSG).
Technical working equipment and consumer products that do not conform to these requirements must be provided with a clearly visible sign stating that these items do not comply with the aforementioned law and may only be purchased after they conform to statutory requirements.
The relevant declaration of conformity by the manufacturer must be available on the stand for all technical working equipment and consumer products bearing the CE symbol.
When demonstrations take place the stand personnel must take the necessary precautions to protect the public.

The stand personnel are also responsible for ensuring that no unauthorized persons are allowed to operate the equipment.

5.6.2.1 Protective devices

All protective devices must be in place when machinery and apparatus are being operated,
Normal protective devices may be replaced by a secure cover made of organic glass or some other similar, transparent material
The protective devices may be removed if equipment is not being operated, in order to show visitors the type of construction and design of the parts that would normally be covered. Such protective devices must be placed next to the machine, where they can be clearly seen.

5.6.2.2 Test methods

To ensure that safety requirements are being complied with, the technical working equipment on display may be inspected with regard to its accident prevention and technical safety features by the relevant supervisory authority (Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. :030/90254-5000), if necessary acting in association with the relevant technical commissions of the professional associations.
To enable the authorities to examine the equipment in order to ensure its conformity to the requirements of the CE symbol, the EC declaration of conformity must be kept available for inspection on the stand. Any doubts in this respect should be clarified with the relevant authority before the start of the fair.

5.6.2.3 Ban on the operation of equipment

Messe Berlin is also entitled at any time to prohibit the use of machinery, apparatus and appliances if, in its opinion, grounds exist for believing that such operation might present a material or personal risk.

5.6.3 Pressurised containers

5.6.3.1 Inspection certificate

Pressurised containers may only be operated on the stand if the tests stipulated in § 9-11 of the Pressurised Container Regulations (Druckbehälterverordnung) in their current amendment (BGBL I, p. 843) have been carried out.
The test certificates issued in this respect must be kept at the exhibition venue together with the pressurised container and presented to the relevant supervisory authority on demand
Further details may be obtained from the relevant supervisory authority, Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000).

5.6.3.2 Testing

The certificate for construction and water pressure tests is not sufficient. This requirement also applies for foreign containers or those on hire.
If applications are received up to 4 weeks prior to the start of the fair, pressurised containers requiring testing may be inspected and tested by the Technical Supervisory Authority (TÜV). The certificate for construction and water pressure testing should be made available, and an appointed mechanic should be present on the stand.
Further details may be obtained from the relevant supervisory authority, Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000).

5.6.3.3. Hired equipment

Since the relative short period of the fair does not allow time for the testing of foreign pressurised containers, exhibitors are advised to hire pressurised containers that have already been tested.

5.6.3.4 Monitoring

During the event the necessary approval documentation should be available for inspection by the supervisory authority.

Further details may be obtained from the relevant supervisory authority, Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000).

5.6.4 Exhaust gases and vapours

Inflammable gases and vapours, or those which are harmful or hazardous to health, or cause a general nuisance, which are produced by exhibits and equipment may not be conducted into the halls.
They must be conducted into the open air by means of suitable pipes as specified by the Federal Pollution Law (Bundesimmissionsschutzgesetz) in its current amendment.

5.6.5 Waste gas installations

Inflammable gases and vapours, or those which are harmful or hazardous to health, or cause a general nuisance, require the installation of a waste gas pipe. Official approval must be obtained for the installation, including the pipes and an outlet venting outside the building.

5.6.5.1 Waste gas pipes

The pipes carrying smoke and waste gases must be of non-inflammable materials. The pipes carrying smoke must be at least 0.50 m from any inflammable material, and surrounded if necessary by a protective tube or sleeve.
The extraction units, from the lower edge of the supporting structure of the room or hall to the outside of the building, are installed exclusively by Messe Berlin or its contractors, and a charge will be made for this work.
The pipes from the exhibit to the lower edge of the supporting structure of the room or hall may be installed by Messe Berlin or its contractors, and a charge will be made for this work.
Connections to the exhibits must be arranged by the exhibitors themselves.
An outline sketch must be included with the order form, showing the required location of the outlets.

5.7 The use of pressurised gases and inflammable liquids

5.7.1 Pressurised gas installations

The storage and use of pressurised gas in the halls and on the grounds is not permitted, except with the written permission of Messe Berlin.

5.7.1.1 Application for use of pressurised gas bottles

Written permission must be obtained from Messe Berlin, using the form provided, if inflammable gases in pressurised bottles are to be used for presenting exhibits.
In accordance with the relevant accident prevention regulations, pressurised gas bottles must be secured against impact, falling, against access by unauthorized persons and against heat.

5.7.2 Inflammable liquids

5.7.2.1 Storage and use

The storage and use of inflammable liquids (see Regulation on Inflammable Liquids [Verordnung über brennbare Flüssigkeiten], BGBl 1, in the current amendment) in the exhibition halls and on the grounds is not permitted without written approval.
Approval for the storage and use of inflammable liquids can only be issued for the operation or demonstration of exhibits. The appropriate application/form should be submitted to Messe Berlin together with the safety data sheet.

5.7.2.2 Storage of supplies

For operational and storage purposes, no more than one day's supply of inflammable liquid should be kept on the stand. The amount in question should be stated on the application.

5.7.2.3 Containers for the storage of supplies

The day's supply should be kept in a clearly visible place in closed, fracture-resistant containers. It must be inaccessible to unauthorised persons. These containers must be stored in non-inflammable collecting vessels.

5.7.2.4 Storage site

Smoking must be strictly prohibited at the storage site. The appropriate signs must be displayed there.
Suitable extinguishers must be kept in readiness.

5.7.2.5 Operating regulations

Equipment that is operated or demonstrated using inflammable liquids must be provided with non-inflammable collecting receptacles placed at the filling tube and at any places where the liquid could escape.
Because of the danger of explosion or fire, any inflammable liquid that has escaped must be removed immediately from the catchment receptacles and disposed of safely.

5.7.2.6 Filling with liquids

When filling with the liquid, the utmost care should be taken because of the hazards involved.

5.7.2.7 Empty containers

Empty containers which have been used to store inflammable liquids may not be left or stored on the stand or in the halls.

5.8 Asbestos and other hazardous materials

The deployment and use of construction materials or products containing asbestos or other hazardous materials is prohibited.
The basis for this prohibition is provided by the Law for Protection against Hazardous Materials (Chem. Gesetz), BGBl. 1, Part 1, in conjunction with the Prohibited Chemicals Regulation (ChemVerbotsV) and the Regulation on Hazardous Materials (GefStoffV), in their current amendments.

5.9 Film, photography, televisual presentations, scenic displays and other forms of presentation

See item 4.4.4. The provisions of § 34 of BetrVO apply to scenic displays > 50 m².

5.10 Protection against radiation

5.10.1 Radioactive materials

Official approval and the agreement of Messe Berlin must be obtained when dealing with radioactive materials.
In accordance with the Regulations on Protection against Radiation (Strahlenschutzverordung) in the current amendment, applications must be made to the relevant authority and the approval must be submitted to Messe Berlin no later than 6 weeks prior to the start of the fair.
If approval has been granted, proof must be demonstrated that sufficient legal cover is provided for any planned use of radioactive materials on the Messe Berlin exhibition grounds.

5.10.2 X-ray equipment and devices causing stray radiation

Approval must be obtained, together with the agreement of Messe Berlin, in order to operate X-ray equipment and devices producing stray radiation.
The regulation concerning protection against damage caused by X-rays (RöV, BGBl I) in its current amendment must be observed.
Notification of the operation of X-ray equipment and devices creating stray radiation must be provided and is mandatory §§ 3,4,5,8 RöV.
The relevant supervisory authority is Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000, to which applications or notifications must be submitted at least 4 weeks prior to the start of the event.

5.10.3 Laser installations

Approval must be obtained, together with the agreement of Messe Berlin, in order to operate laser installations.
In accordance with § 6 of the accident prevention regulations regarding laser beams (Unfallverhütungsvorschriften "Laserstrahlung") BGV B2, the relevant authority must be notified about the intention to operate laser installations.
The announcement must be accompanied by a written authorisation from the Laser Protection Officer for the operation of laser equipment.
The relevant supervisory authority is Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000, to which applications or notifications must be submitted at least 4 weeks prior to the start of the event, using the appropriate form.

5.11 High frequency equipment, radio systems, electromagnetic compatibility, harmonics

To ensure uniform frequencies and to eliminate mutual interference between the various systems wherever possible, the approval of the relevant regulatory authority, Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Außenstelle Berlin, Seidelstr. 49, 13405 Berlin, tel. 49(0)30-4374-0, and the agreement of Messe Berlin GmbH must be obtained by operators of high frequency equipment, radio installations and other transmitters for telecommunications purposes, as well as of pager systems, microport systems, two-way intercom and telecontrol systems.
No special form is required when applying to Messe Berlin for this permit. The application should be accompanied by the relevant technical data (see order form E7) No special form is required when applying to Messe Berlin for this permit. .

High frequency equipment and radio systems may only be operated if they conform to the terms of the Telecommunications Equipment Law BGBI and of the Law on the Electromagnetic Compatibility of Equipment (EMVG), in their current valid versions.
The stipulations of the 26th Regulation on the Implementation of the German Anti-Pollution Law must be complied with if exhibits or stand decorations are used that produce electrical, magnetic or electromagnetic fields.
The electrical installations used in exhibits should be designed in such a way as to prevent excessive phase effects on the power supply to the Exhibition Grounds resulting from harmonics (see also Item 5.3.3).

5.12 Cranes, stacker trucks, working platforms, empty packaging

The use of cranes and forklift trucks is restricted exclusively to the forwarding companies under contract to Messe Berlin.
Any exceptions require a permit and payment of a fee, and must be approved by Messe Berlin.
Within the exhibition grounds all forwarding rights are held by the forwarding companies appointed by Messe Berlin.
Orders issued to these forwarding companies are subject to the latest version of the General German Forwarders' Conditions (ADSp), and to the list of forwarding charges for trade fairs and exhibitions in Berlin.
Messe Berlin accepts no liability for any risks arising out of the activities of the forwarding companies. No empty packaging of any kind may be stored on the stands.

5.13 Reproduction of music

Under the terms of the Copyright Law, § 15 Urheberrechtgesetz (BGBl 1) in its current amendment, the reproduction of music of all kinds requires the approval of Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA), Bezirksdirektion Berlin, Keithstrasse 7, 10787 Berlin, tel. +49(0)30 / 212 92-0, Messesachbearbeitung.

Failure to register the reproduction of music may result in claims by GEMA for damages (§ 97 Urheberrechtgesetz).

5.14 Facilities for dispensing drinks

The guideline data regarding the intervals between cleaning, as stipulated by DIN 6650-6, applies to all installations used for dispensing drinks.
The operator must provide proof that he has met his duties of supervision and care, and must show how he has fulfilled these obligations.
Reference source for DIN standards:
Beuth Verlag GmbH, Burggrafenstrasse 6, 10787 Berlin, http://www.beuth.de

5.15. Inspection of foodstuffs

If samples of foodstuffs are to be offered for consumption on site, or if food and drinks are to be sold on site, statutory provisions, in particular those of the Food Hygiene Regulation GVB1 and the Food and Utensils Law LMBG in their current amendments (BGBl), must be observed.
Any queries should be addressed to the Bezirksamt Charlottenburg-Wilmersdorf von Berlin, Veterinär- und Lebensmittelaufsichtsamt, Hohenzollerndamm 177, 10713 Berlin, tel. 030 / 9029-29 106/107.

6. Environmental protection

Messe Berlin is fundamentally committed to protecting the environment.
As the contractual partners of Messe Berlin, exhibitors are required to ensure that all provisions and rules are strictly adhered to by their contractors too.

6.1 Waste management

The basis for all following regulations is provided by the conditions of the recycling and waste management legislation (KrW-AbfG, in its current amendment), the associated implementing provisions and rules, as well as the law for the avoidance and disposal of waste and refuse in Berlin.
Exhibitors are responsible for correct and environmentally responsible waste disposal during construction, throughout the duration of the event, and during dismantling of their stands.
Technical arrangements for the disposal for recycling purposes and removal are the sole responsibility of Messe Berlin and its appointed contractual partners

6.1.1 Disposal of waste

In accordance with the principles of recycling, every effort should firstly be made to avoid the production of waste materials on exhibition grounds.
Caterers should avoid using disposable plates and cups.
Exhibitors and their contractual partners are required to make an effective contribution to such efforts at each stage of the event.
This objective must be pursued even at the planning stage and in coordinating the efforts of all those involved. In general re-usable materials should be used in constructing and operating the stand, and should have the minimum environmental impact.
Any materials left behind will be disposed of without ascertaining their value, at the exhibitor's expense, and this will incur a higher charge.

6.1.2 Waste materials requiring special supervision

Exhibitors are required to report to Messe Berlin with details about any waste materials which, by their nature, condition or quantity, represent a health hazard (in particular food waste), are hazardous to the air or water, or are explosive or inflammable (e.g. batteries, paints, solvents, lubricants, dyes etc.), and to arrange for their correct disposal by the relevant contractual partners of Messe Berlin.

6.1.3 Waste materials brought in

Materials and waste that are not produced during the event and are not the result of the construction and dismantling work may not be brought onto the exhibition grounds.

6.2 Water, sewage, soil protection

6.2.1 Oil, fat separators

Water introduced into the mains may not contain higher levels of harmful materials than those allowed in normal domestic use.
Oil/grease extractors must be used if water containing oils or grease at higher levels than those specified is introduced into the sewage system.
Mobile caterers must ensure that grease and oils are retained and disposed of separately.

6.2.2 Cleaning / Cleaning products

All cleaning work must be carried out using biodegradable products.
In accordance with the regulations, cleaning products that contain hazardous solvents may only be used in exceptional cases.
Cleaning work during the event and during the construction and dismantling periods may only be carried out by the cleaning company appointed by Messe Berlin GmbH.

6.3 Environmental damage

Environmental damage/contamination (e.g. by petrol, oil, solvents, dyes) must be reported to Messe Berlin immediately.

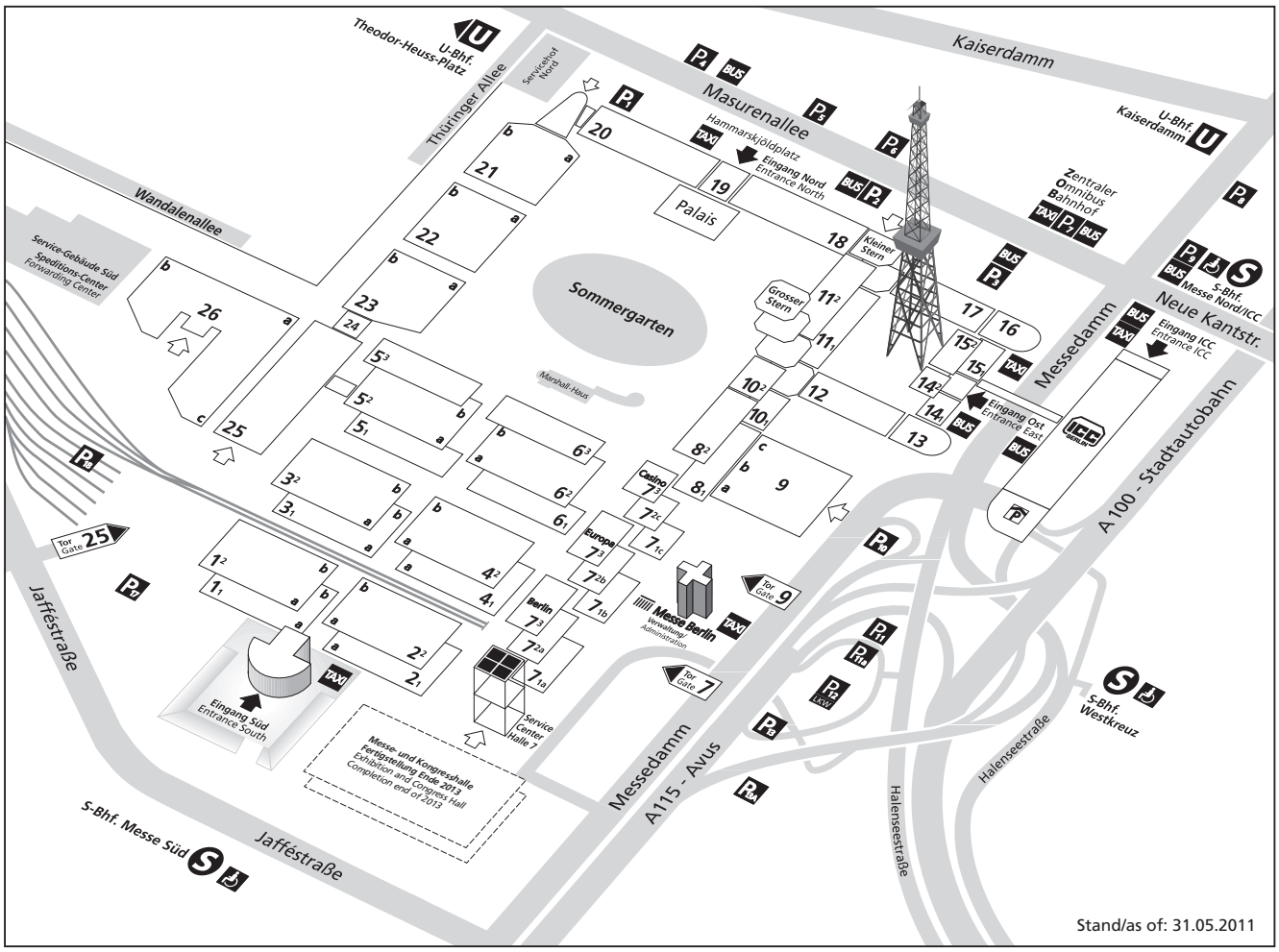
6.4 Protection against noise

Every effort must be made to avoid unnecessary noise during construction and dismantling.
Noisy activities must be avoided on weekdays before 7 a.m. and after 6 p.m., on Saturdays after 4 p.m. and on Sundays and public holidays. This applies in particular to the halls 21b-23b, 25 and 26ab, which are adjacent to a residential area. In these halls the main doors must be kept closed.

Failure to observe these rules may result in construction and dismantling work being prohibited during the periods referred to above.

Messe Berlin

Geländeplan
Exhibition grounds



Haupteingänge / Main entrances

Bedarfseingänge / Reserve entrances

Messe Berlin GmbH · Messedamm 22 · 14055 Berlin · Germany
Telefon +49(0)30 / 3038-0 · Fax +49(0)30 / 3038-2325
www.messe-berlin.de · central@messe-berlin.de

INTERCONGRESS

inspires. effects!

German Congress of Orthopaedics
and Trauma Surgery
Trade fair grounds / ICC Berlin, October 23-26, 2012

F. 1.

Faxform please return ONLY IF NECESSARY to:

ORDER FORM

Intercongress GmbH
Julia Hennen, Wilhelmstraße 7, 65185 Wiesbaden, GERMANY
Phone: +49 611 97716-30 Fax: +49 611 97716-16
Julia.hennen@intercongress.de

Company: _____

Contact person: _____

Address: _____

Badges: You will receive 1 exhibitors' badge per 3 sqm exhibition space FREE OF CHARGE.

Should you require further exhibitors' badges for your stand personnel, you can order them here:

❒ We order until September 14, 2012 and
need further ..... exhibitors' badges at € 70,- per badge plus VAT.

❒ We order from September 15 until October 12, 2012 and
need further ..... exhibitors' badges at € 100,- per badge plus VAT.

It is not possible to order exhibitors' badges in advance after October 12, 2012. However, additional badges can be ordered onsite in Berlin from October 22, 2012 at € 150,- per badge plus VAT.

The exhibitors' badges will be given out at the Exhibitor's Service Counter in Hall 17 from October 22, 2012.

Preliminary programmes: We order ..... preliminary programmes (free of charge).
Sent out after May 9, 2012.

_____ _____

Place, date Stamp, signature

Hotels

All participants get special rates when booking the hotels mentioned below. These reservations made by Intercongress give you the chance to make a direct booking at an early stage. To make a reservation, please contact the hotel directly and use the keyword “Intercongress”. Please be aware of the booking- deadline for every hotel, because there is no guarantee that the special rates are still available beyond this date.

Hotel Concorde Berlin****+	single room:	215,- € per room / night
Augsburger Str. 41	double room:	215,- € per room / night
10789 Berlin	breakfast:	inclusive
Tel. +49 30 800 999-25		
Fax +49 30 800 999-36	deadline: 27.08.2012	
www.concorde-hotels.com	deadline: 24.09.2012 for max. 30 rooms	

Swissôtel Berlin*****	single room:	€ 185,- per room / night
Augsburger Str. 44	double room:	€ 205,- per room / night
10789 Berlin	breakfast:	inclusive
Tel +49 30 22010-2264		
Fax +49 30 220140-2044	deadline: 25.09.2012	
www.swissotel.com / Berlin		

The Mandala Hotel*****	single room:	€ 185,- per room / night
Potsdamer Str. 3	Doppelzimmer:	€ 205,- per room / night
10785 Berlin	breakfast:	inclusive
Tel +49 30 590050000		
Fax +49 30 590050500	deadline: 12.09.2012	
www.themandala.de		

Kempinski Hotel Bristol*****	single room:	169,- € per room / night
Kurfürstendamm 27	double room:	189,- € per room / night
10719 Berlin	breakfast:	inclusive
Tel. +49 30 8843-4704		
Fax +49 30 8843-4878	deadline: 08.10.2012	
www.kempinski-berlin.de		

Ellington Hotel Berlin***	single room:	€ 128,- per room / night, standard
Nürnberger Str. 50-55	double room:	€ 138,- per room / night, standard
10789 Berlin	breakfast:	€ 20,- per person
Tel. +49 30 68315-2301		
Fax +49 30 68315-5555	deadline: 25.09.2012	
www.ellington-hotel.com		

Abba Berlin Hotel****	single room:	€120,- per room / night
Lietzenburger Str. 89	double room:	€130,- per room / night
10719 Berlin	breakfast:	inclusive
Tel. +49 30 887186-0		
Fax +49 30 88007851	deadline: 20.09.2012	
www.abbahotels.com		

SAVOY Berlin****	single room:	€ 102;- per room / night
Fasanenstr. 9-10	double room:	€ 131,- per room / night
10623 Berlin	breakfast:	inclusive
Tel. +49 30 31103-332		
Fax +49 30 31103-333	deadline: 02.10.2012	
www.hotel-savoy.com		

Hotel IBIS Berlin Messe**	single room:	€ 119,- per room / night
Messedamm 10	double room:	€ 139,- per room / night
14057 Berlin	breakfast:	€ 10,- per person
Tel. +49 30 303930	plus Wifi:	€ 3,- per person
Fax +49 30 3019536		
www.ibis-hotel.de	deadline: 10.09.2012	

Hotel Plaza***	single room:	€ 89,- per room / night
Knesebeckstr. 63	double room:	€ 136,- per room / night
10719 Berlin	breakfast:	inclusive
Tel. +49 30 88413-444		
Fax +49 30 88413-754	deadline: 25.09.2012	
www.plazahotel.de		

Motel One Berlin Ku´Damm**	single room:	€ 76,50 per room / night
Kantstr. 10	double room:	€ 99,- per room / night
10623 Berlin	breakfast:	inclusive
Tel +49 30 3151736-0		
Fax +49 30 3151736-10	deadline: 31.08.2012	
www.motel-one.com		

Further hotels can be booked online with the Hotel Reservation System (HRS):
www.hrs.de / se / intercongress

Advice: The special rates we offer you are negotiated one year in advance to enable an early booking. There might be the possibility that some hotels will offer better rates than the rates above. This could occur because of returned capacities or unsold rooms and cannot be influenced by us. Quantity buyers such as airlines, travel agencies or online companies probably have good rates as well, so please compare the prices.

Deutscher Kongress für Orthopädie und Unfallchirurgie 2012

Messe/ICC Berlin, 23. - 26. Oktober 2012

Order Form – Fairwall booth construction -

Please confirm order until October, 08th 2012, later booking will be confirmed with 15% extra charge on mentioned prices.

expofair berlin GmbH, phone: +49 30 68 40 86-0, fax: +49 30 68 40 86-19, info@expofair-berlin.de

hall:	**stand:**

expofair GmbH
Kongreß-, Ausstellungs- und Festausstattungen
Bessemer Str. 38-42
12103 Berlin

Always indicate the numbers of the stand

exhibitor:	
contact person:	
Mobile no.	
company	
street/town:	
phone/fax:	

Booth construction basic price: 52,00 € per m² x _____qm= _____€

Basic price includes the following:
- ✓ Fairwall system incl. bracing
- ✓ each 3m² fairwall construction one spotlight

Fascia/ white (h:30cm): 18,00 € per running metre x _____rm= _____€

Fascia lettering:

Amount of signs: 4,00 € per sign x _____signs =_____€

Additional services:	**Price:**	**Units:**	**Total amount:**
Fairwall h.2,5m x 1,0m (additional)	42,00 €		€
Cabin-door (additional)	95,00 €		€
Spotlight (additional)	25,00 €		€

+_____€

Additional requests:

+_____€

Total amount excl. VAT=_____€

All prices apply to the duration of the event.

....

Date Signature / stamp

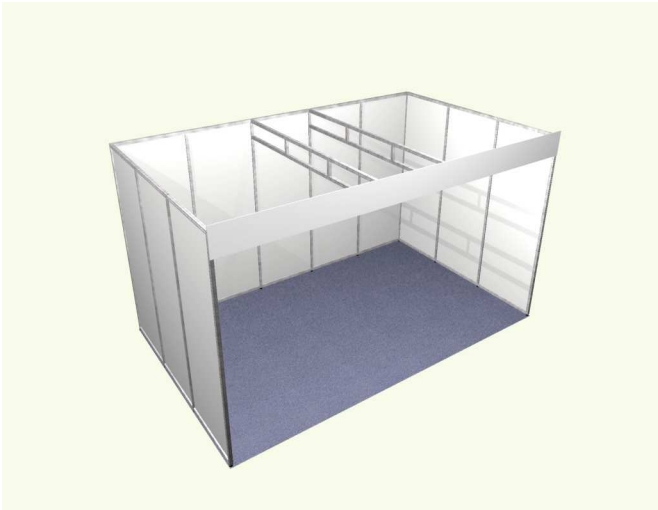
Deutscher Kongress für Orthopädie und Unfallchirurgie 2012

Messe/ICC Berlin, 23. - 26. Oktober 2012

Schematic Booth construction:

a 15sqm-booth

expofair berlin GmbH, phone: +49 30 68 40 86-0, fax: +49 30 68 40 86-19, info@expofair-berlin.de



Booth position:

Tel.:	Fax:

Contact person:

Space for individual sketch:

....

Date Signature / stamp

Deutscher Kongress für Orthopädie und Unfallchirurgie 2012

Messe/ICC Berlin, 23. - 26. Oktober 2012

Order Form – Carpet -

Please confirm order until October, 08th 2012, later booking will be confirmed with 15% extra charge on mentioned prices.

expofair berlin GmbH, phone: +49 30 68 40 86-0, fax: +49 30 68 40 86-19, info@expofair-berlin.de

hall:	**stand:**

Always indicate the numbers of the stand

exhibitor:	
contact person:	
Mobile no.	
company	
street/town:	
phone/fax:	

expofair GmbH, Berlin
Kongreß-, Ausstellungs- und Festausstattungen
Bessemerstr. 38 - 42
12103 Berlin

For more information please check our homepage: **www.expofair-berlin.de**
All prices are net and liable to value added tax (VAT).

	Malte (Fair Rips) one-way carpet, brand new, laid on double-sided tape, including financial statements and the edge foil cover				
	Color	**Size**	**Quantity (m^2)**	**Price € per m^2**	**Total price**
	grey	……..m x ……..m		9,00	
	black	……..m x ……..m		9,00	
	blue	……..m x ……..m		9,00	
	green	……..m x ……..m		9,00	
	red	……..m x ……..m		9,00	
	Other colors on request	……..m x ……..m		**On request**	

Total net:_____€

Please pay attention to our payment instructions, general terms and conditions overleaf.

…….. ……..
Date Legally binding signature, company stamp

Payment

We accept payment by credit card only. The due amount will be charged after handing over of the equipment. Please fill in the details below.

We kindly ask you to charge our credit card with the ordered services: ○ Visa ○ EuroCard ○ Amex

Credit Card No…… Expiry: ……../……...

Card holder:…..…….…….. Signature: …….

VAT-No.: ……

General Terms and Conditions

1.Closing a contract
Our offers are subject to alteration and are only valid if accepted by us in written or oral form. In all cases which might hinder delivery in time without our responsibility we are free of our delivery duty.

2.Regulations for Hire
Items hired out are only hired for the specified time period and purpose. Sub-hire is not allowed. Prolongation of lending time has to be approved by the lessor. The tenant has the obligation to inspect the hired objects for possible damages at delivery. Immediate comments on defects is requested. If that was not performed the person wishing to hire the items agrees that the hired items are free of defects. The same procedure is applicable at return of the items.

3.Prices
The lending price is being calculated referring to the period of the lending. All prices are net and are liable to value added tax (VAT). The lending price is due without any discount at delivery. In the case of default by the tenant, interest payable on arrears (5% above the valid discout rate of the German Bundesbank) is agreed. Payments by cheque, bill of exchange and related means of payment are taken instead.The tenant will be charged for any amount occuring due to withdrawal, recall or discount expenses. In the case of (partial) default he lender reserves the right to refuse delivery or to collect lent objects early.

4.Liability
In the case of loss of any lent objects the tenant is liable up to the amount of replacement costs; reparation costs have to be paid for damaged items if those costs do not exeed replacement costs. Enforcement of extensive default costs to the lender are not touched by that. The tenant is obliged to insure the lent objects against theft or vandalism. For fairs the tenant can insure the objects at his own cost with the lender. Liability of the tenant begins with the handover of the lent items and ends with their collection. The tenant is responsible for the lent objects up to collection by the lender. For fairs this period endures for another 48 hours after the end of the fair unless stated differently.

5.Right of withdrawal
Withdrawal from the contract is possible up to 14 calendardays ahead of the agreed delivery date. Withdrawal at a later date can cause the billing of the full lending price. If a further lending is possible only incurred costs are due.

6.Guarantee
Liability of the lender in case of injury to persons or other damages during the use of lent objects is restricted to intend and gross negligence. The lender supplies checked but used furniture. However, damages due to rough transport are possible. In the case of legitimate complaint the lender is obliged to deliver replacements immediately. The tenant has to give notice of insufficency the day before the beginning of the event by 4:30 p.m.; otherwise the cancellation of contract or the right for reduction will not be accepted. All rights reserved for changes in indicated measurements, form and color.

7.For the rent of tents and kitchenware additional requirements apply.

8.Court of jurisdiction is Berlin.

expofair GmbH, Berlin, 12103 Berlin, Bessemerstr. 38-42
phone: +49 30 68 40 86-0
fax: +49 30 68 40 86-19
eMail: info@expofair-berlin.de
Homepage: www.expofair-berlin.de

…….. ……..
Date Legally binding signature, company stamp

Deutscher Kongress für Orthopädie und Unfallchirurgie 2012

Messe/ICC Berlin, 23. - 26. Oktober 2012

Order form – Furniture -

Orders have to be placed by **October, 08th 2012**. Late orders will be accepted with a 15% surcharge on below mentioned prices.

expofair berlin GmbH, phone: +49 30 68 40 86-0, fax: +49 30 68 40 86-19, info@expofair-berlin.de

hall:	**stand:**

Always indicate the numbers of the stand

exhibitor:	
contact person:	
Mobile no.	
company	
street/town:	
phone/fax:	

expofair GmbH, Berlin
Kongreß-, Ausstellungs- und Festausstattungen
Bessemerstr. 38 - 42
12103 Berlin

For more information please check our homepage: **www.expofair-berlin.de**

All prices are net and liable to value added tax (VAT).

art.nr.	name / term	Price /€	Quant.
10130	Upholstery plastic chair,. chr/anth.	7,10	
10200	Upholstery chair-Objekt I- chr/anth.	12,00	
12000	Chair –Camillo-, black/beech	21,00	
12030	Chair –Balloon-, chr./beech	11,80	
13201	Chair –Trav-, chr/grey	15,50	
12070	Chair Vanilla, white	28,80	
14100	Counter chair, chr/black	32,30	
1610-0/01	Barstool “Z”, black____/ white____	18,80	
16500	Barstool -Marlon-, black/black	32,00	
21001	Conference table, white 80x80	21,00	
21002	Conference table, black 80x80	21,00	
21021	Conference table, white 120x80	23,50	
21022	Conference table, black 120x80	23,50	
21040	Conference table, white 160x80	27,50	
21042	Conference table, black 160x80	27,50	
22104	Bistro table chr./beech d:70	25,00	
24020	Bistro table –Trav-, chr./black d:70	22,70	
25151	Bistro table black/beech d:70	27,40	
26000	Bistro table chr./white d:70	19,00	
26010	Bistro table chr./black d:70	20,50	
29010	Upright table white, d:70 h:112	19,30	
29051	Upright table -Trav- chr./beech d:70 h:112	42,00	
29080	Upright table chr/white d:70 h:112	29,80	
29090	Upright table chr/black d:70 h:112	32,00	
15604	Conference chair white	23,00	
15000/100	Club armchair black____/white____	40,90	
21081	Coffee table chr/white 80x80x40	21,00	
27050	Coffee table chr/glass D=60	42,90	
30001	Garment stand, chrome, big	21,00	
30002	Coat hanger	0,65	
30110	Coat and hat stand, chrome	12,60	

art.nr.	name / term	Price /€	Quant.
50018	Sideboard black/alu 80x40x72	45,90	
50044	Sideboard white/alu 80x40x72	45,90	
50206	Shelf, white 77x40x110	19,30	
50207	Shelf, black 77x40x110	19,30	
50211	Shelf, white 80x40x200	38,50	
50212	Shelf, black 80x40x200	38,50	
5050-0/-1	Filling cabinet, roller black/white h:200	77,00	
50122	Showcase glas 50x50x200 with light	225,75	
42295	Counter white	53,55	
42305	Counter, white, with composition	64,50	
42451	Counter Magic, alu/beech	108,00	
50110	Showcase white/glass 100x52x106	111,70	
50631	Computer Standing Desk alu/beech	122,00	
69110	Infochart	62,00	
50810	Brochure stand birch	76,80	
50811	Brochure stand white	76,80	
50812	Brochure stand black	76,80	
50825	Brochure stand easy	63,80	
60300	Refrigerator 140 l	56,00	
60310	Bottle refrigerator 400 l, glassdoor	123,00	
65000	Paper basket, grey, plastic	3,50	
65011	Paper basket, black, metal	6,70	

Total net:_____ €

All prices are in € and apply to the duration of the event.

Please pay attention to our payment instructions, general terms and conditions overleaf.

....

Date legally binding signature, company stamp

Payment
We accept payment by credit card only. The due amount will be charged after handing over of the equipment. Please fill in the details below.

We kindly ask you to charge our credit card with the ordered services: ○ Visa ○ EuroCard ○ Amex

Credit Card No.: …… Expiry: ……../……...

Card holder:…..…….…….. Signature: …….

VAT-No.: ……..

General Terms and Conditions

1.Closing a contract
Our offers are subject to alteration and are only valid if accepted by us in written or oral form. In all cases which might hinder delivery in time without our responsibility we are free of our delivery duty.

2.Regulations for Hire
Items hired out are only hired for the specified time period and purpose. Sub-hire is not allowed. Prolongation of lending time has to be approved by the lessor. The tenant has the obligation to inspect the hired objects for possible damages at delivery. Immediate comments on defects is requested. If that was not performed the person wishing to hire the items agrees that the hired items are free of defects. The same procedure is applicable at return of the items.

3.Prices
The lending price is being calculated referring to the period of the lending. All prices are net and are liable to value added tax (VAT). The lending price is due without any discount at delivery. In the case of default by the tenant, interest payable on arrears (5% above the valid discout rate of the German Bundesbank) is agreed. Payments by cheque, bill of exchange and related means of payment are taken instead.The tenant will be charged for any amount occuring due to withdrawal, recall or discount expenses. In the case of (partial) default he lender reserves the right to refuse delivery or to collect lent objects early.

4.Liability
In the case of loss of any lent objects the tenant is liable up to the amount of replacement costs; reparation costs have to be paid for damaged items if those costs do not exeed replacement costs. Enforcement of extensive default costs to the lender are not touched by that. The tenant is obliged to insure the lent objects against theft or vandalism. For fairs the tenant can insure the objects at his own cost with the lender. Liability of the tenant begins with the handover of the lent items and ends with their collection. The tenant is responsible for the lent objects up to collection by the lender. For fairs this period endures for another 48 hours after the end of the fair unless stated differently.

5.Right of withdrawal
Withdrawal from the contract is possible up to 14 calendardays ahead of the agreed delivery date. Withdrawal at a later date can cause the billing of the full lending price. If a further lending is possible only incurred costs are due.

6.Guarantee
Liability of the lender in case of injury to persons or other damages during the use of lent objects is restricted to intend and gross negligence. The lender supplies checked but used furniture. However, damages due to rough transport are possible. In the case of legitimate complaint the lender is obliged to deliver replacements immediately. The tenant has to give notice of insufficency the day before the beginning of the event by 4:30 p.m.; otherwise the cancellation of contract or the right for reduction will not be accepted. All rights reserved for changes in indicated measurements, form and color.

7.For the rent of tents and kitchenware additional requirements apply.

8.Court of jurisdiction is Berlin.

Expofair GmbH, Berlin, 12103 Berlin, Bessemerstr. 38-42
phone: +49 30 68 40 86-0
fax: +49 30 68 40 86-19
eMail: info@expofair-berlin.de
Homepage: www.expofair-berlin.de

....
Date legally binding signature, company stamp

Test for construction requiring official approval

Hall:	Stand No.:
Exhibitor:	

Order Form 2012

Deadline: 6 weeks prior to the event *)

Orders which are placed within the last 2 weeks prior to the construction period are subject to a 20 % surcharges.

Messe Berlin, ST21: **Fax: +49(0)30/3038-2898**
Mailing address: Messe Berlin GmbH, Service + Technik, Messedamm 22, 14055 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-2824 to 2829, E-Mail:** messetechnik@messe-berlin.de

Construction requiring official approval are (pls. see Technical Guidelines):

- Stand structures with two or more storeys, see item. 4.2.1
- Special structures/constructions, special structural components, temporary structures, structures over public access areas, platforms, see item 4.2.1
- Showtrucks
- Aisles, gangways, steps, railings, parapets, see item 4.6
- Outdoor structures, see item 4.8

In accordance with the Technical Guidelines of Messe Berlin we hereby apply for the issue of an approval, limited to the duration of the fair, for the following:

.....

.....

Size/Area for construction ..... m²

The following documents are hereby enclosed, in German, with reference to the relevant DIN technical standards:

- o Description of structure
- o Location plan
- o **proved** statical calculation/Test book/Type test (Original issue) – pls. see item 4.2.1
- o Load for column each/conductive load into the floor
- o Construction drawings
- o Groundplans, views, sections (3 copies)
- o Calculation of area for construction, able to be proved
- o

Messe Berlin will charge **6.00 EUR per m²** stand construction**, at minimum 260.00 EUR** for approval of the supplied documents being correct and complete, and for one technical inspection of the construction incl. stairways and parapets.

If the submitted structural analysis has not been checked then Messe Berlin can be requested to carry out a check.

For the test of construction drawings and statical calculation, Messe Berlin will charge 6.00 EUR per m² of the presented stand construction, at minimum **360.00 EUR**. Additional inspections will be charged with proof of time.

The documents must be signed by the exhibitor (client) and by the person preparing the design/structural engineer !

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Remark Messe Berlin

passed on:

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: VAT Reg. No.

.....

.....

.....

Contact for queries: Phone: Telefax :

E-Mail: Your order number for the invoice:

.....

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| We are **not the exhibitor**. These services have to be charged to the above mentioned address.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		.....

Approval, testing and exemption of structures requiring a building permit

(see Technical Guidelines items 4.2.1, 4.9.3, 4.9.4, 4.9.5 and 4.9.6)

Assuming that the Technical Directives for the design and construction of the stand are adhered to, it is not necessary to submit drawings in order to obtain approval for single-storey stand structures in the exhibition halls.

Construction application/
Structures requiring a building permit
All other stand structures, mobile stands, outdoor structures, special structures and constructions require approval.
Two-storey structures may possibly be allowed, subject to the approval of the relevant project management of Messe Berlin. The application must be submitted immediately after receiving notification that a stand has been assigned.
Two-storey structures are not possible in Halls 8.1, 10.1 and 11.1, and only at certain locations in Halls 14.1 and 15.1.
Unless stated otherwise for the trade fair in question, the maximum height of stand structures is equal to the inside height of the hall minus 0.50 m.

If an area of more than 30 m^2 is covered over with material that is not suitable for use with sprinkler systems, a sprinkler system must be installed.
Stand structures bordering on neighbouring stands must be painted in neutral white above a height of 2.50 m.

The following documents in German are required no later than 6 weeks prior to the start of construction when applying for approval for
- Stand structures with two or more storeys (see item 4.2.1)
- For special structures / special structural solutions, special components, temporary structures, components above areas frequented by visitors, grandstands (see item 4.2.1)
- Showtrucks
- Aisles, gangways, steps, railings, parapets (see item 4.6)
- Outdoor structures (see item 4.8)

the following documents, in German (in duplicate) are required at least 6 weeks prior to the start of the event:
a) **examined** static calculation in accordance with German industrial standards and technical rules. Examined in the aforementioned sense applies to stress analysis documents (incl. test report), which have been examined exclusively by a **technical inspector or a structural stability expert approved in accordance with the respective state building regulations**,
b) description of the building, location plan,
c) stand construction drawings to a scale of 1 : 100 (layout, elevations, sections),
d) item a) does not apply if a type certification suitable for examination or a valid inspect and test log in accordance with FIBauR (Directive on the Construction and Operation of Temporary Structures) is submitted. Submitted valid inspect and test logs will be shown by Messe Berlin on behalf of the exhibitor to the local Building Inspectorate responsible for the final acceptance.

The exhibitor/stand constructor will be invoiced for the costs of the construction approval process.
In addition to type testing/type certification for individual items of technical equipment, e. g. sports and games equipment with mechanical or electrical functions, the following documents, in German, must be submitted for inspection:
- Description of construction and operation,
- Design drawings,
- Proofs of stability,
- TÜ V test certificates, approvals or
- Statement of EU conformity issued by a recognised certification authority or an equivalent manufacturer's statement in accordance with BauPG, §§ 9, 10.

The above documents may also be required.
If none of the stress analysis documents examined as stated above are available, they may be drawn up with the assistance of Messe Berlin. The costs will be borne by the exhibitor/stand constructor.

Individual loads on supporting pillars
The load to which the floor can be subjected varies between the different halls (see Hall Data). Proof must be provided that the foundation pressure of the pillars does not exceed the permitted foundation pressure of the hall floors.

Responsible site supervisor
The "site supervisor" appointed by the stand construction company or the exhibitor to oversee the work, and whose name must be supplied to Messe Berlin, is responsible for ensuring compliance with the Technical Directives. If this site supervisor does not have sufficient specialised knowledge or experience of particular items of work or aspects of the work, he must obtain the services of suitable experts.

Stand construction approval
After scrutiny, the copy of the stand construction plans, endorsed as approved, will be returned to the exhibitor/stand constructor.

Stand construction work may not commence until the approval endorsement has been granted.

Acceptance
Acceptance will be carried out or coordinated by Messe Berlin after approval has been granted for the construction of the stand, and following the erection of the supporting structure, the responsible site supervisor shall apply to Messe Berlin for acceptance.

Cladding may only be added to the supporting structure after the structure has been approved as being free of defects.

During the construction phase, if it is established that a stand or stand construction that was initially categorised by the exhibitor or stand constructor as being of a basic design subsequently proves to comprise a non-standard design (as determined by Messe Berlin), an acceptance process must immediately be initiated.

Prior to the start of the fair a final acceptance of all the fair structures will be carried out. If required, Messe Berlin GmbH will call in the services of specialised authorities or qualified experts (e. g. construction supervisory authority, professional association, fire service, trading standards department, police, technical supervisory board – TÜV).

If defects are discovered in structures at trade fairs a deadline will be given in writing for their elimination.

If defects are not remedied, even after instructions to do so have been issued, partial or even complete use of the stand for the exhibition may be prohibited. This prohibition on the use of the stand may be effected by Messe Berlin by the imposition of certain measures (cordoning off, closure of the stand, interruption of supplies to the stand. Such measures do not affect the obligation to pay the stand rental charge.

Fees
Messe Berlin will apply the scale of fees listed overleaf for examination and approval of the documents submitted, to ensure that they are correct and complete, and for single acceptance of the supporting structure including stairs and railings/parapets.

For single-storey exhibition stands or stand structures the usable stand area is calculated on the basis of the usable area, usually that accessible to persons, of the upper floor, and, if appropriate, this will also include the stand area covered by other, special stand constructions.

Work involving fire risks
Work involving the risk of fire may only be carried out subject to prior application and approval.

This approval is issued by Messe Berlin together with the certificate. Application forms/certificates should be requested if required.

Suspended Decoration
Fabric Coverings

Hall:	Stand No.:
Exhibitor:	

Order Form 2012

Deadline: 4 weeks prior to the event

We reserve the right to fulfill the services only upon receipt of the total sum of confirmation in advance. Orders which are placed within the last week before the opening of the event are subject to a **20% surcharge**.

Construction + Service: **Fax: +49(0)30/3067-2018**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30/3038-5786**; E-Mail:** info@mb-capital-services.de

Suspended advertising and stand structure supports

Items may only be suspended subject to structural conditions and only from the technical installations provided for this purpose. Please observe the conditions as stated in the Technical Guidelines item 3.1 „Hall data“ and items 4.7.5 „Suspended items ..“ and 4.7.5.1 „Heavy suspended items“.

Qty. Description Price upon request

……. Suspension points for:

|__| **Suspension of advertising structure** incl. attachment with tested attachment points (in accordance with DIN 1142)
Weight/each: ..... kg

|__| **Stand structure support**

|__| **Suspension of steel tube construction**
Weight: ..... kg

Despending on the location of the stand it may be necessary to use cross pieces to distribute the load, because items may only be attached to existing points in the hall (please see technical documentation of Messe Berlin)

Required completion date: ..... Required installation height: .....

Textile sheets and tensioned wall coverings

Available qualities and prices see overleaf

|__| Please send us a quotation for |__| Textile ceiling for the stand |__| Tensioned wall covering

Quality: ..... colour:.....

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: .....

|__| VISA |__| MasterCard |__| Amex

....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

|__| **We are the exhibitor**. The service is an additional order to our fair packiage with Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	|__| We are **not the exhibitor**. These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

As of: July 2011 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Remarks to tensioned structures:

(Extract from the Technical Guidelines)

Approval must be obtained for horizontal decorations and ceiling areas covering individual and collective stands, one important reason being to ensure the correct functioning of spray and sprinkler system.
The materials used for such areas must be at least “flame-resistant”, and a certificate must be provided showing that they conform to the standard DIN 4102/B1.

In the preliminary remarks, the following regulations apply to all stands:

a) Continuous areas may not comprise a single area in excess of 30.00 m² (projected layout)

b) A number of individual areas may only be set up together if a suitable space is left between them (projected layout).

c) A sprinkler system must be provided if the indicated maximum surface area is exceeded.

There are differing technical requirements for suspension points in the halls. Please contacat Messe Berlin if you are missing the information about the possible suspension pointin your hall layout.

Textile sheets and tensioned wall coverings

(ready-made, delivered and tacked smoothly onto supplied wooden background, incl. removal after end of fair)

		Price per m²
Glass fibre textile material, item 96044, transparent, mesh dimension 2 x 4 mm, non-flammable DIN 4102 A2, can be used with sprinklers, widths: 1,50 x + 2,95 m	white or black	17.15 EUR
Rayon net, fire-resistant, impregnated to DIN 4102 B1, mesh dimension 3 x 3 mm, can beused for sprinklers, seamless up to 11,80 m	white	14.65 EUR
	black	15.10 EUR
Glass fibre textile material, dense quality, item 96082, non-flammable, width 1,67 m, other colours on request	white or black	16.60 EUR
Sheet made of Smoke Out, Trevira CS, B1, width 2,80 m, with melting seam every 30 cm can be used with sprinklers	white or anthracite	23.70 EUR
Furnishing molleton, 165 gr/m², width 3,00 m, treated to make it flame resistant various colours on request		9.85 EUR
Stage molleton, 300 gr/m², width 3,00 m, treated to make it flame resistant various colours on request		10.45 EUR
Walkways covered with curtain made of textile material (incl. rails, extractable, and incl. approx. 100 % cloth overmeasure)	Trevira CS B1	23.75 EUR
	Glass fibre	29.85 EUR

Parking Space for Exhibitors

Hall:	Stand No.:
Exhibitor:	

Order Form 2012

Deadline: 4 weeks prior to the event

Ticketing: **Fax: +49(0)30/3069-6930**
Mailing address: MB Capital Services GmbH, Ticketing, Thüringer Allee 12/12A, 14052 Berlin, Germany
For queries **Phone:** +49(0)30/3069-6969**, E-Mail:** kartenservice@mb-capital-services.de

Qty.	Description	Price each	Price total
	Parking vouchers are only issued and valid for the entire duration of the event (per day/each 13.50 EUR).		
…….	**Parking space for the duration of the event**	EUR	……..... EUR

Prices are including VAT but plus an processing fee of 5.00 EUR .

If placing the order 2 weeks prior to the fair the vouchers will be sent together with the invoice.

Orders which have been placed within the last two weeks prior to the event and, on special request those vouchers ordered earlier, can be collected at the Office of the Fair Management until the 1st day of the event.

|__| Yes, we would like to collect the above ordered vouchers at the Office of the Fair Management until the 1st day of the event.

Please note the deposit regulation for access during construction and dismantling period (Traffic coordination for the fair will be sent by the Fair Management in advance to the fair).
During the event, without parking vouchers, deliveries to the stands are only possible before opening hours in the morning and after the closing in the evening. (Deposit regulation)

Exhibitor parking space is available at the user's risk. Limited parking space is available for exhibitors during the exhibition with the area of the Exhibition Grounds. In this connection it should be pointed out that parking is only permitted on the places allotted, so that not to adversely affect the operation of the fair. This is in the interest of all exhibitors and visitors.

The parking voucher entitles the exhibitor's daily repeated access to and exit from the assigned parking space. Messe Berlin is not liable for damage to persons, property, especially not in case of stolen vehicles.

The passes will be charged by MB Capital Services GmbH on behalf of and on account of Messe Berlin GmbH. The General Terms of Business of Messe Berlin GmbH are valid.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify of your company/your client needs an own PO No. for this order.
For later alteration of invoices EUR 30.00 plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contact: for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: July 2011 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Sitings of Containers/Vehicles

Hall:	Stand No.:
Exhibitor:	

Order Form 2012

Deadline: 4 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-00091 43**; Tel.:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30/3038-2835**, E-Mail:** o.friedrich@messe-berlin.de

Vouchers are only issued for the entire duration of the event incl. construction and dismantling.

Duration of Parking:

from ..... to .....

Qty.	Description	Price each	Price total
	Sitings of containers		
.....	**Parking voucher for container, 20“, 2.5 x 6 m per day of the even 80.00 EUR/each Duration of the event:**	EUR	..... EUR
	Sitings of commercial vehicles/trailers		
.....	**Parking space for commercial vehicles/trailers** between 2.5 t to 7.5 t max. permitted weight **per day of the event 80.00 EUR/each Duration of the event:**	EUR	..... EUR
.....	**Sitings of containers, 40”, 2.5 x 12 m**	upon request	
.....	**Sitings of commercial vehicles/trailers, for more than 7.5 to max. permitted weight**	upon request	

Please note:
During the event, without parking vouchers, deliveries to the stands are only possible before opening hours in the morning and after the closing in the evening. (Deposit regulation)

Exhibitor parking space is available at the user’s risk. Limited parking space is available for exhibitors during the exhibition with the area of the Exhibition Grounds. In this connection it should be pointed out that parking is only permitted on the places allotted, so that not to adversely affect the operation of the fair. This is in the interest of all exhibitors and visitors.

Messe Berlin is not liable for damage to persons, property, especially not in case of stolen vehicles.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal purchase number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase No. for the invoice:

Date: Name of the customer (in block letters): Legally binding signature and company stamp:

....

DB SCHENKER

DKOU 2012 – Berlin
Oct. 23-26, 2012

SCHENKER*fairs* – ORDER FORM

Schenker Deutschland AG
Jafféstr. 2/ Servicegebäude Süd
14055 Berlin, Germany
E-Mail: Manuela.natzke@dbschenker.com

Phone: +49 (0)30/301 2995-421
Fax: +49 (0)30/301 2995-429

HALL / STAND:_____

_____
INVOICING ADDRESS

_____
STREET

_____
POST CODE / PLACE

_____
VAT NO. FOR EU CLIENTS

□ We would like to order as below
□ Please provide us a quotation as below

TRANSPORT

Shipment details: .....
Volume/dimensions: .....
Weight: .....

□ Transport from (Place / Post code) ..... up to Berlin
Return- / further transport from Berlin up to ..... (Place / Post code)
Delivery to stand on: .....

□ Transport arranged with other drayage company than Schenker
Courier: ..... Tracking no. : .....
Delivery to stand on: .....

TECHNICAL EQUIPMENT AND WORKERS

□ Forklift ..... to. with driver Date: .....Time: .....

□ Worker: ..... Date: .....Time: .....

STORAGE OF EMPTIES INCL. COLLECTION AND RE-DELIVERY AFTER SHOW CLOSURE

□ Collection of ..... CBM (volume) on: .....

IMPORT - / EXPORT – CUSTOMS CLEARANCE

□ Temporary clearance □ Permanent clearance

All business is transacted subject to the German Forwarders' Standard Terms and Conditions (ADSp) most recent edition. In addition the Fair and Exhibition Conditions are applicable.

_____
CONTACT PERSON PHONE / FAX

_____
E-MAIL

We accept the above conditions as binding and agree to that application.

_____
PLACE, DATE SIGNATURE /STAMP

DB SCHENKER

DKOU 2012 – Berlin
Oct. 23-26, 2012

SCHENKER*fairs* – **Exhibition Freight Handling Tariff**

Official
Exhibition Freight Handling Tariff
Messe Berlin GmbH

Messe Berlin

DB SCHENKER

DKOU 2012 – Berlin
Oct. 23-26, 2012

SCHENKER*fairs* – Exhibition Freight Handling Tariff

Exhibition freight handling tariff
Messe Berlin GmbH
General condition

§ 1

The exhibition freight handling tariff is valid for all operations and services undertaken on the Berlin exhibition ground and the ICC-Berlin by the official forwarding agents of Messe Berlin GmbH. This includes all on-site handling of freight and carrying out of all necessary formalities for both domestic and foreign shipments.

§ 2

The official tariff will form the basis for all invoices by the official forwarders. Prices shown are maximum rates, Calculations 1cbm = 333kg, and exclude German VAT.

The administration charges cover planning and supervisory work carried out by the official forwarders (i.e. arranging and holding available sufficient labour and equipment, handling of empties / exhibition goods, etc.). Commission will be levied for non-pre-booked orders percental on the order value.

§ 3

In addition to the fairs and exhibition tariff all orders are undertaken strictly as per the "German Forwarders Terms and Conditions" (ADSp) latest issue. All orders of cranes and heavy load orders are undertaken as per the "BSK" – terms and conditions latest issue, copies of both terms are available on request.

§ 4

Shipments can only be accepted on a Freight Prepaid basis up to "free arrival exhibition ground Berlin." In order to ensure prompt delivery to stand it is imperative each individual package marked with exhibitor's name, the name of the exhibition together with the hall and stand number.

§ 5

Official Forwarding Agents Contractual Responsibilities and Liabilities.
The responsibility and liability for the freight ends once the goods have been delivered to the exhibitors stand, whether the exhibitor is present or not. In the absence of written instructions to the contrary, goods may be delivered to the stand commencing on the first day of the official build-up period.
The responsibility and liability for storage during the exhibition of empty packing materials and / or freight commence with collection of same from the exhibitors stand and ends when the material has been returned at the close of the exhibition. Under no circumstances are goods to be left in cases labelled for empty case storage. In such instances no liability can be accepted for such goods. Goods which are required to be storage during the exhibition are to be separately declared and labelled as such.
The responsibility and liability for freight at the close of the exhibition commences with its collection from the stand during the official dismantling period whether the exhibitor is present or not.
The surrendering of documents by the exhibitor at the Forwarders office and the acceptance of same does not constitute any admission responsibility or liability for freight which has not yet been collected from the stand.
Exhibitors are recommended to take out transport and storage insurance for their goods, details of such insurance can be obtained from the official forwarders. Insurance cover over the storage of empty packing materials can only be obtained on special request from the official forwarder.
The official forwarder cannot be held responsible for any verbal order or instructions given by the exhibitors directly to the labour force.

§ 6

The collection and storage of empty packing material is carried out by the official forwarder following receipt of a written order. The Building and Fire authorities do not allow the storage of empty packing materials in the exhibition halls. Should such materials be discovered following the end of the official build-up period, it will be removed by the official forwarders of the Messe Berlin GmbH at the exhibitors cost even in absence of an official order.

Empty cases are to be clearly labelled and suitably secured for removal before being handed over to the official forwarder for storage.

§ 7

All claims of whatever nature must be made in writing at the forwarders office immediately. Verbal claims alone cannot be accepted.

§ 8

Forwarder invoices are payable upon receipt. The customer is deemed to be default (without warning or other preliminary action being required) at the latest 10 days after receipt of invoice. In case of such default the forwarder is entitled to charge interest as per the German Forwarders Terms and Conditions (ADSp).

§ 9

The sole place of performance for all contractual obligations is Berlin. The sole place of jurisdiction for the both parties in any lawsuit arising from such contracts is Berlin.

§ 10

This tariff takes effect as from March 1st 2010, at which date all previous tariffs are deemed to be invalid.

03/2010

DB SCHENKER

DKOU 2012 – Berlin
Oct. 23-26, 2012

SCHENKER*fairs* – Exhibition Freight Handling Tariff

ON-SITE- TARIFF 1

Unloading / loading of general cargo, part- and complete trailer loads, container and accessible goods

1 cbm = 333 kg / per beginning 100 kg

1.1	Unloading at forwarder's warehouse or directly to exhibition booth, or vice versa, each way	EURO	11,50
1.2	Transfer from warehouse to the exhibition booth or vice versa	EURO	15,00
1.3	Storage charges per exhibition, starting with the official build up, ending with the official end of dismantling / further on request	EURO	10,00

Surcharges as per tariff 4.1, 4.2, 4.3, 4.4, 4.5, 4.6

ON-SITE TARIFF 2

Handling of empties / exhibition goods

2.1	Collection of the empty packing materials from exhibition booth, marking, storage including warehouse handling and return to exhibition booth, per piece and cbm – minimum 2 cbm	EURO	40,50
2.2	from 50 cbm total volume, per booth – each cbm	EURO	37,00
2.3	over 100 cbm total volume, per hall – each cbm	EURO	32,50
2.4	Collection of exhibition goods from the booth, marking, storage including warehouse handling and return to the booth per piece and cbm – minimum 2 cbm	EURO	57,50

Surcharges as per tariff 4.1, 4.5 and 4.6 – no further surcharges, no forklift assistance

ON-SITE TARIFF 3

Supply of equipment and manpower, per beginning hour

3.1 Manpower	Rates in EURO	Mo – Fr	Saturday*	Sunday*	Holiday*
Transport worker / forklift driver		38,00	45,50	54,50	72,50
Supervisor / packer		40,00	48,00	57,50	76,50

Minimum working time 1 hour / surcharges as per tariff 4.1, 4.5, 4.6

3.2 Forklift including driver for loading / unloading / movement / assembling **

	Rates in EURO	Mo – Fr	Saturday*	Sunday*	Holiday*
up to 3 t		96,00	105,50	115,00	133,50
up to 4 t		108,50	117,50	127,00	146,00
up to 5 t		113,50	123,00	132,50	151,00

Minimum working time 1 hour / surcharges as per tariff 4.1, 4.5, 4.6
* hourly rates including the partial surcharges for weekend and holidays
** Excluding special equipment e.g. lifting height over 5,50m; ropes / shackles

3.2.1	loading / unloading of empties, without storage by the official forwarders of the Messe Berlin GmbH each cbm and way	EURO	15,00

3.3 Mobile cranes including driver

Rates in EURO	Mo – Fr	Saturday*	Sunday*	Holiday*
up to 20 t	157,00	166,50	176,50	196,50
up to 50 t	177,00	187,50	197,00	217,00

Surcharges as per tariff 4.5, 4.6
Minimum working time 1 hour additional 1,5 hours travelling time
Set up time is working time
* hourly rates including the partial surcharges for weekend and holidays

3.4 Container

Storage container	EURO	620,00
Office container	EURO	800,00
Reefer container	EURO	1.600,00

All rates per exhibition including placing and removal

3.5 Other Equipment

Pallet truck per day	EURO	52,00
Sack barrow per day	EURO	26,00
Ladder up to 2m, each day	EURO	25,00

All charges of tariff 3.5 are additional deposit of EURO 100,00 minimum.

ON-SITE TARIFF 4

Surcharges for tariff 1, 2 and 3

4.1	Handling surcharge for the ICC	25%
4.2	Saturday surcharge	25%
4.3	Sunday surcharge	50%
4.4	Holiday surcharge	100%
4.5	Late booking surcharge – for services booked later than 24hours before requested operation time – related to manpower, forklifts, cranes, general cargo, handling of empties and exhibition goods – on the order value	10%
4.6	forwarders insurance / BSK	per tariff

ON-SITE TARIFF 5

Customs clearance of exhibition goods at the on-site customs office

5.1	Cancellation of transit documents, clearance for temporary or permanent import – per shipment and clearance including one customs tariff item	EURO	101,00
	Each additional customs tariff item	EURO	11,00
5.2	Customs import / export bond fee based on CIF value per month, minimum EURO 21,00		2%
5.3	Transit customs clearance on T-Form per shipment and clearance	EURO	101,00
5.4	Customs examination fee per examination and shipment	EURO	46,50
5.5	Customs officer fee		per outlay

All above mentioned charges are excluding VAT.

lifts 2012

lift	working height	rent m/m 4 hours	rent per day 1 to 4 days	rent per day 5 to 9 days	travelling time per lift	insurance per day
Scissor lift	until 7,9m	55,00 €	100,00 €	82,00 €	116,00 €	5,00 €
	from 8m – 11,9m	73,00 €	135,00 €	112,00 €	116,00 €	5,00 €
	from 12m - 16m	99,00 €	195,00 €	165,00 €	116,00 €	5,00 €
Cherry picker						
	from 8m - 11,9m	90,00 €	175,00 €	153,00 €	140,00 €	10,00 €
	from 12m - 15,9m	135,00 €	230,00 €	210,00 €	140,00 €	10,00 €
	from 16m - 22m	240,00 €	285,00 €	250,00 €	140,00 €	10,00 €
Cherry picker						
with pivot	from 8m - 11,9m	105,00 €	195,00 €	170,00 €	140,00 €	15,00 €
	from 12m - 15,9m	145,00 €	245,00 €	220,00 €	140,00 €	15,00 €
	from 16m - 22m	175,00 €	295,00 €	270,00 €	140,00 €	15,00 €

Rent for more than 9 days on request / day = calendar day
All above mentioned rates are excluding VAT.

lifts 2012

lift	working-height	rent m/m 4 hours	rent per day 1 to 4 days	rent per day 5 to 9 days	travelling time per lift	insurance per day
lift with basket						
with crank	up to 4,5m	50,00 €	80,00 €	60,00 €	75,00 €	5,00 €
mechanical lifting	up to 7,5m	60,00 €	100,00 €	80,00 €	75,00 €	5,00 €
lift with basket						
electrical lifting	up to 7,5m	80,00 €	120,00 €	100,00 €	100,00 €	10,00 €

Rent for more than 9 days on request / day = calendar day
All above mentioned rates are excluding VAT.

Waste Disposal
Construction and Dismantling

Hall:	Stand No.:
Exhibitor:	

Order form 2012

Deadline: 2 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone.:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Customer Service,Thüringer Allee 12/12A, 14052 Berlin, Germany
Queries for disposal: **Phone**.: **+49(0)30/3038-1333 or 3038-1330**

Description	Price incl. collection	Qty/Constr.	Date/Constr.	Qty/Dismantl.	Date/Dismantl.
Small Containers (Collection Container 1,1 m³) Collection incl. supply					
mixed waste	84,70 EUR	.....	.....	.....	.....
paper/cardboard	34.90 EUR	.....	.....	.....	.....
DSD-Leichtverpackung (light packaging)	66,10 EUR	.....	.....	.....	.....
Foils	34,80 EUR	.....	.....	.....	.....
Waste sacks, 100 Liters each, in distinguished colours, incl. disposal					
mixed waste	8.70 EUR	.....	.....	.....	.....
paper/cardboard	3.50 EUR	.....	.....	.....	.....
glass	4.70 EUR	.....	.....	.....	.....
foils	3.50 EUR	.....	.....	.....	.....
DSD-Leichtverpackung (light packaging)	4.70 EUR	.....	.....	.....	.....

Self collection |__| yes |__| no *) *) plus. 7.80 EUR for delivery on the stand/charge for delivery (if no date is specified, delivery will be made in the morning of the first day of the event - for which a charge will be made)

Date of delivery: ....

Containers 5,5 to 25 m³ or refuse loosely loaded Charge according to volume collected not to size of container		Constr/approx. m³	Date	Dismantl/approx. m³	Date
Mixed waste - up to 11 m³	93,60 EUR	.....	.....	.....	.....
- more than 11 m³	74,00 EUR	.....	.....	.....	.....
Paper/cardboard – up to 11 m³	30,00 EUR	.....	.....	.....	.....
Timber (treated/coated) - up to 11 m³	56,00 EUR	.....	.....	.....	.....
- more than 11 m³	47,80 EUR	.....	.....	.....	.....

We require a free non-binding consultation:

Contact: Telephone : at our stand: Date/Time

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for you company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| We are **not the exhibitor**. These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

As of: July 2011/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

General notes

In accordance with Technical Guidelines, item 6.1 “Waste Management”, Messe Berlin GmbH or its appointed contractors bear sole responsibility for waste disposal.

Sack or containers for re-usable materials which are incorrectly filled will be charged at the maximum rate plus a handling charge. Other services are also available but are not listed here (e.g. loading of bulk materials, disposal of special waste materials). Details are available on request.

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority ofthe personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Waste Disposal
Duration of the Event

Hall:	Stand No.:
Exhibitor:	

Order form 2012

Deadline: 2 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone.:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Customer Service,Thüringer Allee 12/12A, 14052 Berlin, Germany
Queries for disposal: **Phone**.: **+49(0)30/3038-1333 or 3038-1330**

Description	Price incl. collection	Qty/Constr.	Date/Constr.	Qty/Dismantl.	Date/Dismantl.
Small containers (Collection incl. supply)					
1,1 m³ glass waste	64.20 EUR	.....	.....	.....	.....
1,1 m³ mixed waste	84.70 EUR	.....	.....	.....	.....
240 L mixed waste	25.20 EUR	.....	.....	.....	.....
1,1 m³ paper/cardboard	34.90 EUR	.....	.....	.....	.....
240 L paper/card board	12.20 EUR	.....	.....	.....	.....
1,1 m³ DSD light packaging	66.10 EUR	.....	.....	.....	.....
1,1 m³ foils	34.90 EUR	.....	.....	.....	.....
240 L food waste	32.10 EUR	.....	.....	.....	.....
120 L food waste	21.30 EUR	.....	.....	.....	.....
240 L biological waste	21.00 EUR	.....	.....	.....	.....
120 L biological waste	15.80 EUR	.....	.....	.....	.....
60 L waste grease	20.90 EUR	.....	.....	.....	.....

Other sizes on request
Delivery on the first day of the event, prior to the opening.

Waste sacks 100 Ltr. In distinguishing colours	Price incl. disposal				
mixed waste	8.70 EUR	.....	.....	.....	.....
paper/cardboard	3.50 EUR	.....	.....	.....	.....
glass	4.70 EUR	.....	.....	.....	.....
foils	3.50 EUR	.....	.....	.....	.....
DSD light packaging (plastic packaging, metal)	4.70 EUR	.....	.....	.....	.....

Self collection |__| yes |__| no *)

Date of delivery ----------

*) plus 7,80 EUR for delivery on the stand/charge for delivery (if no date is specified, delivery will be made in the morning of the first day of the event for which a charge will be made)

Filled sacks should be sealed and placed in front of the stand each day after closing time.

We require a free non-binding consultation:

Contact: Telephone : at our stand: Date/Time

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for you company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| We are **not the exhibitor**. These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

As of: July 2011/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

General notes

In accordance with Technical Guidelines, item 6.1 “Waste Management”, Messe Berlin GmbH or its appointed contractors bear sole responsibility for waste disposal.

Sack or containers for re-usable materials which are incorrectly filled will be charged at the maximum rate plus a handling charge. Other services are also available but are not listed here (e.g. loading of bulk materials, disposal of special waste materials). Details are available on request.

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority ofthe personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Declaration of Waste Disposal

Hall	Stand No.
Exhibitor	

Deadline: 4 weeks prior to the event

Registration 2012

Exhibitor Service: **Fax: +49(0)30/3038-1460 or 3039-0009143; Phone: +49(0)30/3038-1400**
E-Mail: fair-service@messe-berlin.de; **Mailing address:** Messe Berlin GmbH, Ausstellerservice, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Techn. queries: **Phone:** +49(0)30/3038-1330

Waste materials which have not been registered and/or are not placed in the appropriate containers but left in the halls can be subject to a higher charge of **115.00 EUR/m³** for waste disposal.

Hazardous waste materials should not be included in the normal waste.

Manufacturing waste that has been mixed, for example, with oil or emulsions shall be considered as special waste material.

Our stand is a:
O System stand/re-usable stand **O** Disposable stand

with
disposable carpeting re-usable carpeting

We have appointed the following company to construct our stand:

Company: ..... Address: .....
Telephone: ..... Telefax: .....
Contact: .....

We have appointed the following company to fit our carpet:

Company: ..... Address: .....
Telephone: ..... Telefax: .....
Contact: .....

Waste disposal for our stand (Please mark where applicable)**:**

O We place an order with Messe Berlin or the responsible recycling company for disposal of waste (Order form).

O We will be removing re-usable materials ourselves
Please note: According to the German Recycling Law, you are not allowed to take non-recyclable materials off the Exhibition Grounds yourself.

Please note: For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of exhibitor (if recipient of invoice):

VAT Reg No: .....

.....

Name and address of recipient of invoice (if not identical with exhibitor):

.....

.....

Contact on the stand: Phone: Telefax:

....

E-Mail:

.....

Legally binding signature and company stamp:

O We are only ordering by order and on account of the exhibitor (services will be charged to the exhibitor).

Date: Name of the customer (in block letters):

.... As

Plants and Flower Decoration for Hire

Hall:	Stand No.:
Exhibitor:	

Order Form 2012

Deadline: 2 weeks prior to the event

Construction + Service: **Fax: +49(0)30/3067-2018**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30/8111051**; E-Mail:** info@mb-capital-services.de

Qty.	Order No.	Description	Price each	Price total
		Bowls for hire with green and mixed flowers		
.....	560201	Bowl on floor, Ø approx. 50 cm with green plant, height 150 cm with additional plants	61.00 EUR	..... EUR
.....	560300	Container, approx.15 cm wide, with green plants and mixed flowers	33.00 EUR	..... EUR
.....		**Green plants for hire with decorative bowl - standard** (plastic white or terra-cotta colour; pottery on request)		
.....	560401	Ficus Benjamini, approx. 150 cm h, bowl |__| white |__| terra-cotta	38.50 EUR	..... EUR
.....	560402	Ficus Benjamini, approx. 180 cm h, bowl |__| white |__| terra-cotta	48.50 EUR	..... EUR
.....	560408	Ficus Benjamini, approx. 200 cm h, bowl |__| white |__| terra-cotta	64.00 EUR	..... EUR
.....	560403	Ficus Benjamini, approx. 250 cm h, bowl |__| white |__| terra-cotta	84.50 EUR	..... EUR
.....	560404	Kentia Palm, approx. 150 cm h, bowl |__| white |__| terra-cotta	43.50 EUR	..... EUR
.....	560405	Kentia Palm, approx. 180 cm h, bowl |__| white |__| terra-cotta	54.00 EUR	..... EUR
.....	560407	Kentia Palm, approx. 200 cm h, bowl |__| white |__| terra-cotta	69.00 EUR	..... EUR
.....	560406	Kentia Palm, approx. 250 cm h, bowl |__| white |__| terra-cotta	99.50 EUR	..... EUR
.....	560060	Farns Ø approx. 50 cm	28.00 EUR	..... EUR
.....	560070	Laurel tree pyramid, height 180 cm, bowl |__| white |__| terra-cotta	55.00 EUR	..... EUR
.....	560071	Laurel tree globe, height 160 cm, bowl |__| white |__| terra-cotta	55.00 EUR	..... EUR
.....	560072	Laurel tree globe, height 180 cm, bowl |__| white |__| terra-cotta	75.00 EUR	..... EUR

We would be please to offer seasonal plants and flowers according to your individual requirements.

Bunches of flowers for special purposes upon request..

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions. Order on site will only be accepted under reserve (pls see item 5 of General Terms of Hire).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: .....

|__| VISA |__| MasterCard |__| Amex

....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

|__| **We are the exhibitor**. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	|__| We are **not the exhibitor**. These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

As of: July 2011 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Purchase or hire of plants and floral decorations

All orders must be placed in writing and should be sent either to
Messe Berlin GmbH, Exhibitor Service, Messedamm 22, 14055 Berlin, Germany or
MB Capital Services GmbH, Thüringer Allee 12/12 A, 14052 Berlin, Germany
Fax: +49(0)30/3067-2018/58
e-mail: info@mb-capital-services.de
(Postal address of order forms in the Exhibitor Service Manual).

1. The charges indicated on the order form are subject to statutory value-added tax.

2. The lessor agrees to supply the goods at a suitable date and time but does not imply that the client is entitled to assert legal claims on the basis of such an undertaking. Orders should therefore be made at the earliest possible time prior to the start of the event and if necessary a suitable time and date for delivery should be arranged with the client.

3. The client is required to ensure that the items hired are maintained correctly from the moment that they are supplied by the lessor to the time at which they are returned. The client undertakes to ensure that the plants are properly cared for throughout the period of hire.

4. The client agrees to notify immediately if he intends to vacate his stand before the end of event.

5. Invoices will be submitted when the items are delivered. The sum invoiced is payable immediately and without deductions and a receipt will be issued. No other arrangement is permitted unless prior agreement has been reached when placing the order. The items remain the property of the lessor until payment has been made in full.

6. Additional agreements are only valid if made in writing. Place of jurisdiction and delivery is Berlin.

Blumendekorationen
Flower Decorations

Beispiele für Tisch- oder Tresendekorationen
Illustrations of floral table or counter decorations

auf Anfrage / on request

auf Anfrage / on request

Auf Anfrage / on request

auf Anfrage / on request

auf Anfrage / on request

auf Anfrage / on request

Gern unterbreiten wir Ihnen Dekorationsangebote nach Ihren individuellen Wünschen.

We are pleased to offer flower arrangements according to your individual requirements.

MB Capital Services GmbH

Tel./Phone: +49(0)30/3021112 oder/or 8111051 oder/or 3067-2015
Fax: +49(0)30/8115140 oder/or 3067-2058

e-mail: info@blumen-ruehl.de oder/or info@mb-capital-services.de,

Grünpflanzen / Green Plants

Anz/Qty Thuja, 150 –250 cm
Thuja, 150 –250 cm
..... auf Anfrage / on request

Anz/Qty Ficus Benjamini, grün, 150 –250 cm
Ficus Benjamini, green, 150 –250 cm
..... s. Bestellschein / see order form

Anz/Qty Yucca-Palme, ca. 160 cm
Yucca palm, approx. 160 cm
..... Auf Anfrage / on request

Anz/Qty Lorbeerpyrmide, ca. 180 cm
Lauren pyramid, approx. 180 cm
..... s. Bestellschein / see order form

Anz/Qty Lorbeerkugel, 160/180 cm
Lauren globe, 160/180 cm
..... s. Bestellschein / see order form

Anz/Qty Kentia-Palmem 159 bis 259 cm
Kentia plam, 150 –250 cm
..... s. Bestellschein / see order form

Anz/Qty Areca-Palme
Areca palm
..... auf Anfrage / on request

Anz/Qty Dracaena
Dracaena
..... auf Anfrage / on request

Anz/Qty Phönix-Palme
Phenix palm
..... auf Anfrage / on request

Rückfragen und formlose Anfragen richten Sie bitte an / For queries and requests please contact:

MB Capital Services GmbH – **Tel/Phone** **+49(0)30/3021112 oder/or 8111051 oder/or 3067-2015**
Fax: **+49(0)30/8115140 oder/or 3067-2058**

Exhibition services
Catering exhibition site / ICC

Your order:_____ pages

Exhibition / congress:	
Hall:	Delivery date:
Stand no.:	Delivery time:
Exhibiting Company/ Stand name:	

Back to:

CAPITAL CATERING GMBH
Exhibition Services
Messedamm 22
14055 Berlin

Phone: + 49 (0)30 3038 - 2993 / - 1952

Fax: + 49 (0)30 3038 - 1951

Your data:

Name of exhibitor/ invoice recipient

Street

Post code/town/country

Phone

Fax

E-Mail

Contact person at exhibition stand (Name and phone number)

We have read the terms and conditions of delivery, recognize them as legally binding and consent to their application.

Date

Company name/Company stamp and legal binding signature

Dear client,

you want a successful appearance of your company with gastronomical support?

We, the **CAPITAL CATERING GMBH**, are directly on the exhibition ground of Berlin and in the ICC on your disposal! Take advantage of our being in place and convince yourself of our expertise, promptness and flexibility!

Whether for the meals of your construction team, the catering service for your guests, your exhibition stand or your stand party – the enclosed order form shows our range of products. To help us process your order smoothly, we would ask you to sent us your requests as soon as possible.

Are you looking for something special for your guests?

On request we are pleased to submit you an individual offer. We organise your highlights at the Berlin "Funkturm", in the Palais near the Funkturm, or at any other exclusive location in Berlin.

Focus on your customers; we will take care of the rest!

For your booking or enquiry:

Phone: + 49 (0)30 3038 - 2993 / - 1952
Fax: + 49 (0)30 3038 - 1951
Mail: cateringservice@capital–catering.de

We are looking forward to your visit!

YOUR CAPITAL CATERING TEAM

In accordance with the general terms and conditions of business and delivery of CCG, we have placed a legally binding order encompassing the services marked on the ensuing pages.

Please indicate your preferred method of payment

☐ Cash	☐ EC Card	☐ Credit Card	VAT ID No.										
			Type of credit card										
Card number							Valid until		/			Alpha code	
Name of cardholder (please write in block capitals)													

I hereby grant authorisation to charge the invoice amount due to the credit card mentioned above.

Date		Legally binding signature	

Staff / Terms and conditions

We will provide service staff for your exhibition stand or receptions during the exhibition, on condition that catering services are ordered as well. On the basis of CCG's corporate principles, all personnel services are subject to the General Equal Treatment Act. An order for personnel services presupposes acceptance of the Equal Treatment Act.

Minimum 4 hours/person

Serving staff	hours/person 25.00 EUR:	..... people per ..... hour
	date: ……	time :……
Head waiter (required if there are 3 serving staff or more)	hours/person 30.00 EUR:	..... people per ..... hour
Chef	hours/person 25.00 EUR:	..... people per ..... hour
Logistician	hours/person 30.00 EUR:	..... people per ..... hour

General Terms and Conditions for CCG Exhibitor Service

1. Extract from the General Terms and Conditions of Capital Catering GmbH (CCG) for the exhibitor service. The complete General Terms and Conditions of CCG which are currently valid apply. These can be found at the following link: www.capital-catering.de

2. Unless otherwise expressly agreed, this offer is only valid for exhibitors in the exhibition halls and open-air grounds of the Messe Berlin and at the exhibition stands of the ICC Berlin. Prices and articles are subject to change.

3. All prices are for delivery only and do not include any further staff services. These can be requested separately. All prices are subject to VAT and deposit. This price list supersedes all previously issued lists.

4. For logistics, we must receive a binding order for the first delivery from the purchaser either by telephone, fax or e-mail cateringservice@capital-catering.de at least 10 days prior to the event, and 4 days in advance for large-scale equipment.

5. Special articles which do not have to be procured or produced for the purchaser by CCG based upon the valid range of exhibitor service items must be ordered at the latest 2 days before the expiration of the specified run-up period for the procurement and will be binding.

6. Changes to confirmed orders can only be implemented if received by 12:00 on the day before the delivery. This does not apply to special orders and goods already produced. These will be charged at 100% of the order value.

7. Cancellations to confirmed orders will be calculated on a graduated scale: up to 10 days before the delivery deadline incurs no charge; up to 3 days before the delivery deadline, a charge of 50% of the order value; on the delivery day, a charge of 100% of the order value.

8. In the case of an order value of less than €60.00, we calculate a transportation fee to the amount of €12.00 excluding VAT.

9. The purchaser must guarantee to accept the delivery at the agreed time at the exhibitor's stand. Should this acceptance not occur, all additional deliveries and attempted deliveries will incur a charge of €20.00 excluding VAT.

10. Delivery of the goods will only take place if credit card details have been provided as payment security, or if cash payment has occurred.

11. We can only deliver goods in the minimum quantities specified. Delivery on a commission basis is not possible. Extra service charges apply for assembly and disassembly of our goods.

12. Claims, particularly those regarding missing quantities and goods supplied in error, must be reported immediately to our delivery personnel upon delivery. Claims made after delivery will not be accepted. If the return delivery of delivered and accepted goods cannot take place principally due to food law regulations, it will be charged in its entirety.

13. The purchaser is liable for the replacement value of any rented equipment and goods subject to deposit which are lost or damaged. The lessee's liability begins at delivery and ends with return delivery to the lessor.

14. Unless otherwise agreed, rented equipment will be collected on the last day of the event. The compulsory protection regulations apply to the customer up to 24 hours after the end of the event.

beer / soft drinks / sparkling wine / champagne / wine / spirits

Beer

Item	Quantity	Unit	Price in EUR	Order quantity
Berliner Kindl Jubiläums Pils	24 bott.	0,33l	24,00	
Bitburger Pils	24 bott.	0,33l	26,00	
Beck's Pils*	24 bott.	0,33l	26,00	
Erdinger Hefe	20 bott.	0,5l	34,00	
Berliner Kindl Jubiläums Pils*	barrel	30l	115,00	
	barrel	50l	185,00	
Radeberger Pilsner*	barrel	30l	115,00	
	barrel	50l	185,00	

Other beers on request or by advance order
Please enter the required variety and quantity:

			Price	
.....	barrel	50l	on request	

beer pump (chiller)	per day		35,00	
CO2 tank	pce.		30,00	
Stainless steel tap	pce.		65,00	

Prices include connection of the system.

beer pump (chiller)	fair flat		150,00	

beer pump (chiller) with stainless steel tap

	fair flat		185,00	

Co2 tank included in fair flat

Soft drinks

Coca Cola*	12 bott.	1,0l	24,00	
Coca Cola*	24 bott.	0,33l	18,50	
Coca Cola light*	24 bott.	0,33l	18,50	
Gerolsteiner Sprudel *	12 bott.	0,75l	19,50	
Gerolsteiner Sprudel *	24 bott.	0,25l	17,50	
Gerolsteiner Naturell*	12 bott.	0,75l	19,50	
Gerolsteiner Naturell*	24 bott.	0,25l	17,50	
Orange juice*	6 bott.	1,0l	19,50	
Apple juice*	6 bott.	1,0l	19,50	

Premix drinks on request.

Water dispenser

Hire of water dispenser	pce.		200,00	
water container (18.9 l) incl. 100 cups	pce.		25,00	

Ice

		per 10 litres gross	
with beverage order	10 l	9,50	
without beverage order	10 l	16,50	
Crushed Ice	10 l	16,50	

Sparkling wine / champagne

Item	Quantity	Unit	Price in EUR	Order quantity
Rotkäppchen, dry		0,75l	11,00	
Mumm Extra dry		0,75l	14,00	
Prosecco di Valdobbiadene		0,75l	15,50	
Veuve Clicquot		0,75l	48,00	

Other sparkling wines and champagnes on request.

Wine

White wine

Dörrenbacher Gutenberg Grauburgunder, Qualitätswein	0,75l	13,00	
Chardonnay Vin de Pays d`Oc "Les Vigneaux"	0,75l	13,80	
Pinot Grigio Friaul, "Le Marsure", Teresa Raiz	0,75l	13,50	

Red wine

Château d'Orsan Côte du Rhône	0,75l	10,00	
Ramón Bilbao Rioja Crianza	0,75l	13,50	
Chianti Classico Lamole di Lamole	0,75l	13,50	

Other wine varieties on request.

Aperitifs & Spirits

Campari	0,7l	18,00	
Wodka Moskovskaya	0,5l	18,00	
Bacardi Rum	0,7l	22,00	
Johnnie Walker, Red Label	0,7l	22,00	
Hennessy "Fine de Cognac"	0,7l	48,00	

Other aperitifs and spirits on request.

*Deposit on reusable crates, water containers, premix containers and beer barrels refundable on return:

Deposit water container	pce.	10,00
Deposit beverage crate	crate	6,00
Deposit beer barrel	pce.	40,00

All prices are subject to value-added tax. - Purchase goods are **not** refundable.

coffee/ coffee service packages / materials

Item	Unit	Price in EUR	Order quantity
Coffee service package large			
1 Darbomat coffee machine, hire price output up to 100 cups/hour 50 filter bags of 60 grams coffee each 50 coffee sets, porcelain 2 boxes coffee cream, 240 portions each 500 sugar sachets 1 box mixed tea biscuits, 1.0 kg - sufficient for approx. 550 cups -		230,00	
Coffee service package small			
1 coffee machine (10 cups), hire price 1 box coffee cream, 240 portions 300 sugar sachets 6 x 200 g coffee, 100 coffee filters with 20 coffee sets (porcelain), hire price		110,00	
with 240 disposable cups / stirrers		115,00	
Espresso machines & Service package			
1 Jura Impressa X9 espresso machine or similar, hire price 25 coffee and 25 espresso sets 25 latte macchiato glasses 2 kg premium Italian beans 120 portions coffee cream, 5 litres UHT milk 200 sugar sachets		450,00	
Other espresso machines for various coffee specialities on request.			
Nespresso machine & Service package			
1 Nespresso machine, hire price 25 coffee and 25 espresso sets 100 coffee and 100 espresso pads 120 portions coffee cream, 2 litres UHT milk 200 sugar sachets		290,00	
Coffee / Tea etc.			
Coffee beans	1 kg	23,50	
Espresso beans	1kg	23,50	
Coffee, powder	200g	6,00	
Coffee Darbomat	60g	2,75	
Espresso pads	50 Stk.	37,50	
Coffee pads	50 pcs.	37,50	
Tea	25 bags	5,00	
Coffee cream, 240 pcs.	Box	18,00	
Sugar, portions	100 pcs.	3,50	
Sweetener	Dispenser	3,00	
UHT milk, 3.5% fat content	Ltr.	2,00	
Coffee filter bag	100 pcs.	3,50	
Thermos flask, 1 litre, hire price	pce.	6,50	
Water heater, hire price	pce.	20,00	
Coffee machine (10-cup automatic), hire price	pce.	20,00	
Coffee in thermos flask or electric "Thermopore" dispenser **(minimum purchase 5 litres, incl. sugar, cream)**			
with disposable crockery	Ltr.	8,80	
with porcelain crockery	Ltr.	8,80	

Item	Unit	Price in EUR	Order quantity
Dishwasher			
(W/H/D) 60 x 85 x 60 cm - 380 V, 16 A 1/2" inflow, 50 mm outflow incl. installation and detergent	pce.	475,00	
Crockery / cutlery / glasses			
If a dish-washing service is required on exchange *then there will be a hire charge to pay on each new delivery.*			
Plate, large	pce.	0,50	
Plate, small	pce.	0,50	
Soup bowl/saucer	pce.	0,80	
Coffee set incl. spoon	pce.	0,90	
Espresso set incl. spoon	pce.	0,90	
Latte macchiato glass and spoon	pce.	1,00	
Knife	pce.	0,40	
Fork	pce.	0,40	
Soup spoons	pce.	0,40	
Coffee / dessert spoon	pce.	0,40	
Tray, approx. 45 x 32 cm	pce.	1,90	
Tray, round, non-slip	pce.	3,00	
Juice / beer tumbler, 0.2 l	pce.	0,60	
Champagne glass, 0.1 l	pce.	0,60	
Wine glass, 0.2 l	pce.	0,60	
Beer tulip, 0.3 l	pce.	0,60	
Schnapps glass 0,2 cl	pce.	0,60	
Misc. Materials / tablecloths / napkins			
100 beakers, white, 0.2 l	Pack.	9,50	
100 beakers, clear, 0.2 l	Pack.	17,00	
10 champagne glasses, disposable	Pack.	2,60	
60 coffee cups, disposable	Pack.	6,80	
100 coffee spoons, plastic	Pack.	4,80	
100 plates, small, plastic	Pack.	12,00	
100 plates, large, plastic	Pack.	13,50	
Other disposable items on request.			
Tablecloths, white, on loan			
1.40 x 1.40 m	pce.	4,00	
2.10 x 1.40 m	pce.	4,50	
Napkins, white, plain	100 pcs.	6,00	
Napkins, paper	50 pcs.	6,00	
white, red, blue, yellow (state colour)			
Corkscrew	pce.	2,50	
Knife, sharp	pce.	2,50	
Tea towel, on loan	pce.	1,50	
Washing-up liquid	0.5l	3,50	
Glass cleaner	0.5l	4,00	
Sponge	pce.	0,80	
Sponge cloth	pce.	0,80	
Paper towels	2 pcs.	2,80	
Waste bags 20 l, 20 pcs.	Pack.	3,80	
Waste bags 120 l, 5 pcs.	Pack.	3,80	
Waste Bin, 20l, hire price	pce.	10,00	
Cutting board, 33 x 22 cm, hire price	pce.	10,00	

bread rolls / sweet and savoury pastries / miscellaneous

Please note the minimum order quantities:

Other choices and offers for crew catering on request.

Item	Unit	Price in EUR	Order quantity
Snacks	**(Minimum order quantity 10 portions)**		
Bockwurst or poultry sausage with mustard and bread roll (from 100 pcs. incl. sausage heater on loan)	pcs.	1,95	
Potato salad with 3 small rissole	portion	4,50	
Berlin rissole with mustard and bread roll	pce.	1,85	
Bavarian white sausage with mild mustard	2 pcs.	3,00	
Salads	**(Minimum order quantity 10 portions/2 kg)**		
Potato salad with oil/vinegar	kg	10,50	
Fresh seasonal garden salad	portion	4,00	
Tomatoes with mozzarella and basil	portion	4,50	
Fruits	**(Minimum order quantity 5 portions)**		
Assorted fruits	portion	1,10	
Bite-sized fruits	portion	4,00	
Fresh fruit salad	1 kg	12,00	
Fresh fruit salad	200g	2,80	
Soups / Stews			
(minimum 25 bowls) Including small bread roll each and chafing dish to keep warm. If clean crockery is to be provided daily there will be a surcharge of 20%. If you wash the dirty dishes on your stand, then the first delivery will include crockery.			
Goulash soup	bowl	3,20	
Italian minestrone	bowl	3,20	
Cream of potato soup with bacon and chanterelles	bowl	3,20	
Chili con carne	bowl	3,20	
Berlin pea soup with bacon and sausages	bowl	3,20	
Noodle soup with chicken and vegetables	bowl	3,20	
Spring: asparagus soup	bowl	3,20	
Summer: gazpacho	bowl	3,20	
Autumn: wild mushroom soup	bowl	3,20	
Winter: cream of pumpkin soup	bowl	3,20	
Bread / bread rolls			
Bread rolls	pce.	0,45	
Party rolls	pce.	0,65	
Venetian rolls	pce.	0,60	
Baguette, 250 g	pce.	3,60	

Item	Unit	Price in EUR	Order quantity
Sweet Goodies	**(Minimum order quantity 3 portions)**		
Petits fours "Four Seasons" portion with 9 pieces, seasonal variable, e.g. bloodorange, almond-apple-red currant, raspberry-coconut, coffee arabica tartlet, apricot tartlet	portion	13,50	
Petits fours "Little Bakery" portion with 8 pieces, seasonal variable, e.g. chocolat tartlet, mocca eclair, chocolat-hazelnut, caramel-apple, tiramisu	portion	13,50	
Sweet and savoury baked goods	**(Minimum 10 pcs. per variety)**		
sweet Traybake	pce.	2,20	
Berlin jelly donuts	pce.	1,40	
Assorted Danish pastries	pce.	1,40	
Chocolate croissant	pce.	1,50	
buttered mini croissant	Stck.	1,40	
sweet mini croissants with assorted fillings	Stck.	1,40	
Chocolate muffin	pce.	1,80	
Blueberry muffin	pce.	1,80	
savoury			
Savoury mini croissants with assorted fillings	pce.	1,40	
Pretzels	pce.	1,40	
Chips & Cookies			
Mixed tea biscuits	1 kg	18,00	
Snack Hits savoury mix	300g	5,80	
Crackers	150g	3,00	
Pretzel sticks	150g	2,50	
Potato crisps	200g	3,00	
Peanuts	200g	3,00	

Other choices and offers for crew catering on request.

All prices are subject to value-added tax. - Purchase goods are **not** refundable.

canapé / fingerfood / party snacks

The following is a selection of finger foods for receptions, stand parties etc.
We will be pleased to submit an individual offer for you - especially for a hot or cold buffet or lunch.
Please note that our quoted prices do not include staff.
Please also note the minimum order quantities:

Item	Unit	Price in EUR	Order quantity
Canapé "classic"			
(Minimum order quantity 5 pieces per sort)			
Assorted			
Dutch Gouda (medium mature)			
Cooked ham			
Black Forest ham			
Salami			
Roast turkey breast			
	pce.	**2,55**	
Canapé "Ambiente"			
(Minimum order quantity 5 pieces per sort)			
Assorted			
Mozzarella with tomatoes			
Italian salami			
Parma ham			
Roast beef			
Smoked salmon			
Poulard breast			
	pce.	**2,70**	
Canapé assortment "Lukullus"			
(Minimum order quantity 10 portion; 1 portion = 6 pcs.)			
Rolls of roasbeef filled with green marinated asparagus in remoulade on wild garlic in lollo bionda salad on baguette			
Roll of blackforest ham and edam cheese with pesto on pistachio-spread in chicorree salad on baguette			
Smoked duck breast on spread of cheese and oranges in lollo bionda salad on baguette			
Edam cheese on spread of grapes and cheese in lollo rosso salad on baguette			
	portion	**16,50**	
Warm party snacks			
(Minimum order quantity 25 pcs. per variety)			
Delivery includes all crockery and a chafing dish			
Spicy beef meatballs on mango and cumin ragout	pce.	1,50	
Mini roast sausages with mustard	pce.	1,80	
Yakitori skewer with teriyaki marinade	pce.	1,80	
Mini escalope	3 pcs.	3,20	
Chicken nuggets with honey sauce	3 pcs.	2,20	
Mini rissole with mustard and ketchup	pce.	1,50	
Mini spring roll with soy	2 pcs.	2,10	

Item	Unit	Price in EUR	Order quantity
Finger food selection "Berlin"			
(Minimum order quantity 10 portions)			
cold			
Mini rissole with corn on the cob (meatballs available on request			
Smoked pork on fresh rustic loaf			
Smoked fish on pumpernickel			
German butter cheese on mini bread rol			
Spree Forest gherkins and bread			
Mini "Berliner" jelly donuts	**portion**	**12,00**	
Finger food selection "Italy"			
(Minimum order quantity 10 portions)			
cold			
Coppa di Parma on ciabatta			
Skewers of sliced Parma ham and melon			
Tuna fish salad on a bed of artichoke			
Skewered cherry tomatoes and mozzarella with fresh bas			
Assorted olives with cocktail sticks			
Cup Tiramisu			
	portion	**14,00**	
Fingerfoodbuffet "Asien"			
(Minimum order quantity 10 portions)			
cold / warm			
Mini wrap "Lemon chicken"			
Mini wrap "Asian Veggie"			
Fish Stick Limon with Hoi Sin sauce			
Yakitori skewers with teriyaki marinade			
Rambutans with pineapple and pistachios	**portion**	**12,00**	
Finger food selection "Fit and vital"			
(Minimum order quantity 10 portions)			
cold / warm			
Yoghurt and lime drink with chives			
Selection of dim sum (cooked without oil) with a mild soy sauce			
a choice of crudites (carrot, cabbage, cucumber, apple, cellery			
Fresh fruit salad with lemon balm			
	portion	**12,50**	
Finger food selection "Mini Wrap"			
(Minimum order quantity 5 portions, 1 Portion = 5 pce)			
cold / saisonal variabel			
Oriental Chicken Wrap			
African Chicken Wrap			
Asian Veggie Wrap			
BBQ Chicken Wrap			
Lemon Chicken Wrap	**portion**	**11,00**	
Finger food selection "German Snacks"			
(Minimum order quantity 10 portions; 1 portion = 4 pce)			
warm / saisonal variabel			
Mini Barvarian Leberkäs to coat with prezelcrumbs			
Mini ham-onion roulade			
Mini dark rye bread with sauerkraut and smoked pork chop			
Mini potatoethaler whit beef in horseradish			
	portion	**5,60**	

All prices are subject to value-added tax. - Purchase goods are **not** refundable.

bread / rolls

"Classic"	1/2 ciabatta roll	1/2 baguette bread roll	1/2 wholegrain bread roll	1/2 Venetian rolls
Price in EUR per piece	2,60	2,60	2,40	2,40
	Please indicate order quantity. Minimum purchase 5 pcs. per variety.			
Assorted				
Dutch Gouda (medium mature)				
Cooked ham				
Black Forest ham				
Salami				
Roast turkey breast				

"Ambiente"	1/2 ciabatta roll	1/2 baguette bread roll	1/2 wholegrain bread roll	1/2 Venetian rolls
Price in EUR per piece	2,70	2,70	2,60	2,60
	Please indicate order quantity. Minimum purchase 5 pcs. per variety.			
Assorted				
Mozzarella with tomatoes				
Italian salami				
Parma ham				
Roast beef				
Smoked salmon				
Poulard breast				

Electrical Installations

Hall:	Stand No.:
Exhibitor:	

Order Form 2012

Deadline: 4 weeks prior to the event *)

***)** For advanced construction the deadline is **1 week prior to the individual construction period.**

Orders which are placed within the last week prior to the construction period are **subject to a 20 % surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Halls 1 to 26, Palais, Entrance South, Sommergarten, MSH: Phone.:** +49(0)30/3038-5807/-5874,
E-Mail: joerg.junghans@hochtief.de, ulrich.lerch@hochtief.de
Internationales Congress Centrum (ICC), ICC-Bridge: Phone: +49(0)30/3038-1362
E-Mail: steinicke@capital-facility.de

Basic Electrical Installation 230/400 V, installation on site accord. to VDE 0100

Qty.	Order No.	Description		Price each	Price total
.....	5081840	**3,3 kW/16 A AC with neutral conductor 230 V** incl. distribution and 1 socket + 1 socket for night current (max. 1,1 kW for **1 fridge** only)		166.00 EUR	..... EUR
		3 phase AC 400 V incl. night current (with 1 CEE socket each) (RCD [= Fi protected switch gear] to be provided by the exhibitor)			
		with |_| CEE 16 |_| CEE 32 |_| CEE 63 |_| CEE 125			
.....	5081841	up to 6.5 kW / max. 10 A		176.00 EUR	..... EUR
.....	5081842	up to 11.0 kW / max. 16 A		222.00 EUR	..... EUR
.....	5081843	up to 22.0 kW / max. 32 A		295.00 EUR	..... EUR
.....	5081844	up to 44.0 kW / max. 63 A		553.00 EUR	..... EUR
.....	5090571	**Increase of supply, additional kW** (accord. to standard cut-outs)	each	16.00 EUR	..... EUR
		3 phase AC 230/400 V incl. distribution with 1 socket for nightcurrent, RCD [=Fi protected switch gear], without sockets - increase of supply - pls. see below			
.....	5081845	up to 6.5 kW (sockets for distribution to be ordered in addition – see 5081849)		187.00 EUR	..... EUR
.....	5081846	up to 11.0 kW (sockets for distribution to be ordered in addition – see 5081849)		233.00 EUR	..... EUR
.....	5081847	up to 22.0 kW (sockets for distribution to be ordered in addition – see 5081849)		311.00 EUR	..... EUR
.....	5081848	up to 44.0 kW (sockets for distribution to be ordered in addition – see 5081849)		578.00 EUR	..... EUR
.....	5090571	**Increase of supply, additional kW** (accord. to standard cut-outs)	each	16.00 EUR	..... EUR
.....	5081849	**Sockets for distribution in addition** - incl. safety cut-out B 16	each	22.00 EUR	..... EUR
.....	5082017	**Ground connection**		18.00 EUR	..... EUR
		Electrical parts for hire (in addition to basic installation)			
.....	5082018	Ceekon socket 5 pole/16 A		46.00 EUR	..... EUR
.....	5082019	Ceekon socket 5 pole/32 A		78.00 EUR	..... EUR
.....	5082020	Ceekon socket 5 pole/63 A		105.00 EUR	..... EUR
.....	5082037	Ceekon socket 5 pole/125 A		138.00 EUR	..... EUR
.....	5082038	Spot mounted on arm, low voltage 50 Watt		40.00 EUR	..... EUR
.....	5082077	Spot mounted on arm		29.00 EUR	..... EUR
.....	5082097	Ground floor socket incl. installation		56.00 EUR	..... EUR
.....	5082098	Ceiling connection, 2 kW *)		152.00 EUR	..... EUR
.....	5082099	Halogen projector lamp, 500 Watt		56.00 EUR	..... EUR
.....	5082100	Halogen projector lamp, 1000 Watt		96.00 EUR	..... EUR
.....	5082101	Halogen projector lamp, 1500 Watt		110.00 EUR	..... EUR
.....	5082102	Halogen projector lamp, 2000 Watt		131.00 EUR	..... EUR
.....	5082104	Suspension of Halogen projector lamp, up to 6.00 m height **)		93.00 EUR	..... EUR
.....	5082117	Suspension of Halogen projector lamp, up to 9.00 m height **)		99.00 EUR	..... EUR
.....	5086219	Potential equalisation, separate		53.40 EUR	..... EUR
		*) not in hall 25 **) not in halls 9, 18, 20 or 25			
		Additional Services			
.....	5082119	Installation work per hours		38.00 EUR	..... EUR
.....	5082122	Installation of distribution provided up to 11 kW		31.00 EUR	..... EUR
.....	5082123	Installation of distribution provided up to 22 kW		34.00 EUR	..... EUR
.....	5082124	Installation of distribution provided up to 44 kW		40.00 EUR	..... EUR
.....	5082136	Installation of distribution provided for 44 kW and more		46.00 EUR	..... EUR

Electricity supply from the neighbouring stand is not allowed !

..page 2/Installation guide - Electrical Installation

Page 2
Installation Guide Electrical Installations

Hall:	Stand-No.:
Exhibitor:	

Fax: +49(0)30/3038-1460 or 3039-0009143

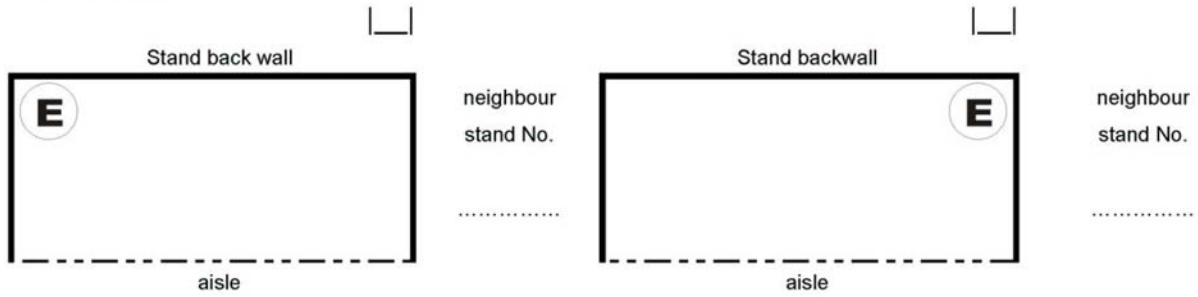
Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

Electrical installations can be provided on the open-air grounds but Therefore, individual arrangements must be made in each case if installations are required on the open-air grounds.

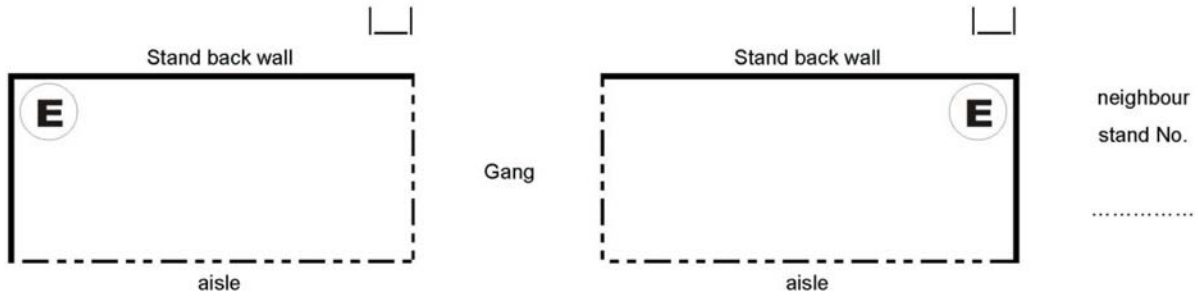
Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations.**

Standard installation for electrical basic connection

Stand in row



Corner stand



The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| We are **not the exhibitor**. These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

As of: July 2011 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

General Notes to Electrical Installations

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider / lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered. Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing.

Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Messe Berlin GmbH, Messedamm 22, 14055 Ber lin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke,
VAT Id No. DE 136629714, Tax No. 453/ 04182

Hostesses and Hosts

Hall:	Stand No.:
Exhibitor:	

Order Form 2012

Deadline: 2 weeks prior to the event

Hosts/Hostesses: **Fax: +49(0)30/3038-1440**
Mailing address: MB Capital Services GmbH, Hostessen, Thüringer Allee 12/12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30/3038-1435**; E-Mail:** hostessen@mb-capital-services.de

Orders which are placed within the last 7 days prior to the event are **subject to a 20 % surcharge** on the mentioned prices. According to the general terms of business, for withdrawal within the last 3 days prior to the event, there will be invoiced 50 % of the original order volume.

Qty.	Description		Price each day	Price total
	|__| female |__| male			
	Employment period: date: ..... time: from : ..... to:			
	Host/Hostess			
	As stand assistant, or for information and counter services; with the languages:			
.....	German and English	..... days at fair *) at	180.00 EUR	..... EUR
	rate for each additional hour		22.00 EUR	
.....	German, English and 1 other European language (incl. Russian) ……..	..... days at fair *) at	200.00 EUR	..... EUR
	rate for each additional hour		24.00 EUR	
.....	German, English and 2 other European languages (incl. Russian) ……..	..... days at fair *) at	230.00 EUR	..... EUR
	rate for each additional hour		28.00 EUR	
.....	German, 1 European and 1 other special language ……..	..... days at fair *) at	250.00 EUR	..... EUR
	rate for each additional hour		22.00 EUR	
.....	Personnel supervisor	..... days at fair *) at	240.00 EUR	..... EUR
	rate for each additional hour		28.00 EUR	

Our staff wears business attire.
Would you prefer the suite colour to reflect you corporate identity or do you wish to supply an outfit for the promotion?
Do you wish to brief your stand personnel on the day preceding the fair?
Do you have any other requirements?

Please talk to us – we look forward to hearing from you. We can also call you back.

|__| Please call back: Mr./Ms. ..... Telephone: .....

*) A day at the fair consists of 9 working hours incl. the statutory breaks. The minimum number of hours worked per day is 4 hours and will be invoiced at 50 % of the full daily rate. The CSG TEAM GmbH reserves the right to invoice exhibitors directly via contractual partners for the services of hostesses and stand personnel.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for you company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: VAT Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

Date:	**Name of the customer (in block letters):**	Legally binding signature and company stamp:
.....	.....	.....

As of: July 2011 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

General Terms of Business of CSG Team GmbH

as per: 01.01.2010

As a result of an official notification issued by the State Employment office Berlin-Brandenburg on December 30, 2004, CSG Team GmbH, Thüringer Allee 12/12A, 14052 Berlin (referred to hereinafter as the Hiring Agent) has been granted approval to hire out staff as temporary workers for profit.

1. Scope of these terms

1.1 The following terms form part of all, including future, offers, confirmations of orders and contracts pertaining to the hiring out of staff as temporary workers.

1.2 Any divergent agreements and ancillary agreements are only valid if made in writing and signed by both the Hiring Agent and the Hirer. This also applies to any amendments to the clause requiring the written form.

2. Offer/Conclusion of the Contract

2.1 The Hiring Agent´s offers shall take the form of an invitation to submit an offer on the basis of these present terms of business.

2.2 Agreements must be in writing and only become binding upon the Hiring Agent when the latter has received a contract document signed by the Hirer.

3. Withdrawal from the contract/Release from performance obligations

3.1 The Hiring Agent may withdraw from the contract either partially or fully if and in as much as the hire of staff is continuously or temporarily impeded by exceptional circumstances. In particular such exceptional circumstances may include labour disputes, public service measures etc. No rights of withdrawal exist if the Hiring Agent is itself responsible for these exceptional circumstances.

3.2 If the Hirer gives notice in writing of his intention to withdraw from the contract within a period of 2 weeks prior to the commencement of the hire of temporary staff, the Hiring Agent reserves the right to invoice the Hirer for 10 % of the original value of the order. If the Hirer gives notice in writing of his intention to withdraw from the contract within a period of 3 days prior to the commencement of the hire of temporary staff, the Hiring Agent reserves the right to invoice the Hirer for 50 % of the original value of the order. The determining factor shall be the time at which the Hiring Agent receives the notice of withdrawal. The Hirer retains the right to provide proof that no loss has been incurred, or that the loss was less than the amount stated. The Hiring Agent may assert claims for increased losses.

4. Employment relations

4.1 The Hiring Agent is the employer of the temporary staff in accordance with the law pertaining to the hiring out of temporary staff–Arbeitnehmerüberlassungsgesetz(AÜG).

4.2 During the period of employment the temporary staff shall be subject to the instructions of the Hirer. The Hirer may only allocate such tasks to the temporary staff as come within the scope of the contractually agreed activities. In particular the Hirer is prohibited from instructing a member of the temporary staff to handle or collect money or other forms of payment without the express written approval of the Hiring Agent.

5. Remuneration

5.1 If no other agreement has been expressly made, the stated rates shall apply subject to confirmation and without surcharges.

5.2 If the Hirer places an order after the expiry of the deadline for applications, of which he has been notified (generally 2 weeks prior to the start of the event), the Hiring Agent cannot guarantee prompt or complete fullfilment of the ordered staff.

5.3 If acquisition within the stipulated deadline is possible, the additional costs incurred by the delayed order will be charged to the Hirer in the form of a 20 % surcharge on the original ordered total amount.

6. Payment

6.1 If no other arrangements have been made, accounts shall be submitted at the end of each event. Accounts shall be based on the record of the time worked by the temporary hired employee, signed by the Hirer.

6.2 The total amount plus statutory value-added tax is payable upon receipt of invoice without any deduction.

7. Warranty/Liability

7.1. The Hiring Agent shall be liable in accordance with statutory regulations for damages incurred through loss of life, physical injury or impairment of health. The same applies to liability due to a lack of warranted characteristics and to liability in accordance with the Product Liability Law.

7.2. The Hiring Agent is liable in full for damage or injury resulting from his own intentional or grossly negligent actions or those of his statutory representatives or managerial employees.

7.3. On the merits of the case, the Hiring Agent is liable for damage or injury resulting from the gross negligence of its regular employees. The amount of the liability shall be limited to such damage or injury that could typically be expected to occur under contracts of this type.

7.4 In all other respects the liability of the Hiring Agent is excluded. In particular the Hiring Agent shall not be liable for the execution of the work by the temporary hired employee or for damage or injury caused by the latter in the performance of his work. The Hirer is obliged to exempt the Hiring Agent from all claims by third parties in connection with the execution and performance of the work assigned to the assigned employees.

8. Legal venue and applicable law

If the Hirer is defined as a merchant (Kaufmann), the sole legal venue for all disputes in connection with this present contract shall be the Hiring Agent´sdomicile.This shallalso apply in all matters pertaining to bills of exchange, to actions concerning the payment of cheques and summary procedures. The law of the Federal Republic of Germany shall apply.

9. Partial invalidity

If any part of these provisions is or becomes invalid, the validity of the remaining points shall remain unaffected. An invalid provision should be replaced by one that most accurately fulfils the purpose of the invalid provision.

Security Cover

Hall:	Stand No.:
Exhibitor:	

Order form 2012

Deadline: 2 weeks prior to the event

Services, which are ordered less than 2 weeks prior to the fair, are subject to an allover **surcharge of 25 %.**

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone:** +49(0)30-3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Queries for security: **Phone**: +49(0)30/3038-1332/-5866/-5867**; E-Mail:** schmidt@capital-facility.de

According to the Technical Guidelines, item 2.5 „Security Cover", security officers to guard the stands may only be obtained from the security company appointed by Messe Berlin.

No. of pers. — Price/hour

1. Personnel to provide stand security cover — 18.00 EUR

..... Dates (from - to): …….. daily (h, from - to): ……..

..... Dates (from - to): …….. daily (h, from - to): ……..

..... Dates (from - to): …….. daily (h, from - to): ……..

..... Dates (from - to): …….. daily (h, from - to): ……..

End of security cover on: …… at / hour: ……

1a. Staff for evening events

..... Dates (from - to): …….. daily (h, from - to): …….. 22.00 EUR

|__| Supervisors required / as per agreement

No. of pers **2. Special staff for events on the stand** — Price
(e.g. multi-lingual) — as per offer

..... Dates (from - to): daily (h, from - to):

|__| **Additional services upon request** — Price
(e.g. body guard, stage guard, security technology) — as per offer

We require personal contact:

Name:…… Telephone:……

We can offer other technical solutions for security or a comprehensive security analysis for the stand.

Minimum period for which these services will be provided is 4 hours. In addition will be charged 100 % surcharge for official holidays.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for you company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| We are **not the exhibitor**. These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

As of: July 2011//Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

General Guidelines for Security Cover

All orders must be placed in writing and should be sent either to
Messe Berlin GmbH, Exhibitor Service, Messedamm 22, 14055 Berlin/Germany or
MB Capital Services GmbH, Thüringer Allee 12/12 A, D-14052 Berlin
Fax: +49(0)30/3038-1460
e-mail: fair-service@messe-berlin.de
(postal address of order forms in the Exhibitor Service Manual).

§ 1 General details
The contractor's services and offers are provided solely on the basis of the following contractual conditions.
Additions, supplements and amendments to these contractual conditions, or deviations from them, shall only be effective if confirmed in writing by both contracting parties.

§ 2 Subject of the Agreement
By means of this agreement the client entrusts the contractor with the security of the aforementioned property.
The contractor shall appoint a project manager, who shall be responsible for the technical and organisational implementation of this agreement, and shall be in authority over his/her employees.

The contractor shall draw up the instructions required for the fulfilment of the services.
During the performance period the client or his representative shall be granted access to the places of employment.
On request the contractor shall supply the client with all necessary information about the properties and, if required, shall provide him with all available documents.

§ 3 Terms of Payment
Invoices shall be submitted after the performance of the services. Payment becomes due immediately.
Only bills and cheques will be accepted as payment. They are not to be considered as a cash payment. Their acceptance does not imply any guarantee with regard to punctual and correct submission or protests. The client shall bear all costs and charges, and discount charges in particular.
A set-off or assertion of a claim to withhold payment of the client's claim is only possible if the client's claim is uncontested, or has been recognised by declaratory judgement.

§ 4 Objections
If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

§ 5 Liability
The contractor is answerable for any damage or consequential damage caused by a defect resulting from unauthorised actions, negligence in making the contract, infringement of contractual or statutory collateral duties, the impossibility of performing the services, or delay, provided that such damage has been caused by deli berate or gross negligence on the part of his legal representative or employees.

The client's claims for liability fall under the statute of limitations after 6 months from the time that the respective services are completed.

The contractor shall take out liability insurance for the following amounts:
A lump sum of 1,000,000.00 EUR for personal injury, damage to property and financial damage
10,000.00 EUR to cover the loss of guarded items.
In each case of damage or injury the amount of liability is limited to the sums given above.

§ 6 Law, Place of Jurisdiction
The law of the Federal Republic of Germany shall apply to the terms of this agreement and to the entire legal relationship between the client and the contractor.

Berlin shall be the place of jurisdiction for any legal disputes arising out of this agreement.

Stand Cleaning

Hall:	Stand No.:
Exhibitor:	

Order form 2012

Deadline: 2 weeks prior to the event

Orders received within the last 3 days prior to the start of the event are **subject to a 20 % surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone:** +49(0)30/3038-1400**; e-mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Customer Service, Thüringer Allee 12/12A, 14052 Berlin, Germany
Queries for cleaning: **Phone: +49(0)30/3038-1334 or 3038-5709**

Stand size - first floor/m² ..... Company name/lettering on the stand:

Stand size – base/m² ....

Please tick where applicable

Basic cleaning during construction period

|___|	**Cleaning of the stand** (floor, furniture, removal of foil)	Date: ……..	per hour	24.00 EUR [1])
|___|	**Cleaning of areas of glass and plastic** (mirrors, walls, acrylic surfaces, tiles)	Date: ……..	per hour	33.00 EUR [1])

Cleaning on the even prior to the event/during the night

|___|	**Cleaning on the even prior to the event** (floor, furniture, removal of foil)	per m²	1.10 EUR
|___|	**Cleaning of areas of glass and plastic** (during the night) (mirrors, walls, acrylic surfaces,tiles)	per hour	39.60 EUR [2])

Cleaning between the days of the fair
(starting in the evening of the first day of the event)

|___|	**Daily cleaning of the stand**	up to 150 m²	0.50 EUR/m²
	(tables washing off, waste baskets emptying, hard floor covering wet mopping,	151-500 m²	0.47 EUR/m²
	and carpets vacuum cleaning), payment according to m² and days	501-1000 m²	0.36 EUR/m²
		More than 1001 m²	0.31 EUR/m²
|___|	**Daily cleaning of areas of glass and plastic** (mirrors, walls, acrylic surfaces, tiles)	per hour	39.60 EUR **)

Additional services

|___|	**Services at hourly rate** (e.g. auxiliary personnel, cleaning exhibits, washing dishes, dry cleaning of carpets)	per hour	24.00 EUR [1])
|___|	**Premium Cleaning – All-Inclusive-Package** (floors, glass, furniture, exhibits); basic cleaning, daily cleaning in the evening, 1 service staff always stand by; Phone: +49(0)30/3038-1334		individual flat fee according agreement

We require extra services. Please contact us on the stand: Date: ..... Time: .....

Contact: .....

[1]) You will be charged for surcharges in force locally work during nights, and work carried out on Sundays and public holidays with proof of hours worked (50%).
[2]) plus 25 % charge for work after 9.00 p.m.; payment at hourly rate, with proof of hours worked.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for you company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| We are **not the exhibitor**. These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

As of: July 2011/Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

General Guidelines for Stand Cleaning

All orders must be placed in writing and should be sent either to Messe Berlin GmbH, Exhibitor Service, Messedamm 22, D·14055 Berlin/Germany or
MB Capital Services GmbH, Thüringer Allee 12/12 A, 14052 Berlin, Germany
Fax: +49(0)30/30 38-1460
e-mail: fair-services@messe-berlin.de
(Postal address of order forms in the Exhibitor Service Manual).

Remark:

Disposal of refuse or construction material should be ordered separately (please see order for Refuse Disposal).

According to the Technical Guidelines, item 6.2.2 "Cleaning" all cleaning services should only be executed by the cleaning company authorized by Messe Berlin GmbH.

The exhibition area has to be left clean and tidy. A necessary cleaning will be charged to the exhibitor (especially for remaining adhesive tape).

For daily cleaning of closed rooms, please mention a date for handing over the keys.

1. **Preliminary cleaning (Cleaning during the night prior to the event)**
   Preliminary cleaning entails the cleaning of damp cloth or textile floor covering as well as dusting and washing of furniture (outside). Payment is according to stand size (price per sqm). Other cleaning requirements (e.g. cleaning of exhibits) upon request with proof of hours worked.

2. **Regular cleaning**
   Regular cleaning includes the removal of dust from floors and furniture (outside) and the wiping of these areas with a damp cloth, as well as vacuum cleaning of carpets. Not included is shampooing. If required it has to be ordered separately.

3. **Other duties of the client**
   The client must clear all objects to be cleaned; our cleaning personnel is not authorized for transport or clearance work unless stipulated in writing in this order.

4. **Cleaning periods**
   Preliminary cleaning will take place in accordance with verbal agreement, and at the latest on the night prior to the opening of the event. Regular cleaning will be carried out each day of the exhibition/fair after the official closing time.

5. Clients must ensure that we are granted access to the areas to be cleaned and to power points. If necessary they should supply us with keys.

6. The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.

7. Complaints about the standard of cleaning work should be made to us on the day in question in writing. We cannot consider later objections. We are obliged and entitled to make up for any proven deficiencies. Cancellation of the contractor or a reduction in the amount payable is only possible if the subsequent improvement is inadequate.

8. Charges will be based on the square metre area of a stand as listed in the official hall plan of Messe Berlin, and may also include aisles that are inside the stand areas, as well as second floor stand areas.

9. Our rates may be adjusted on a percentage basis in accordance with wage increases.

10. **Remuneration**
    Invoices will be submitted at the end of the event. Because of the labour-intensive nature of the work, all invoices will be payable net without deductions following receipt of the invoice, or payable on submission of receipts.

11. **Liability**
    The amount and extent of our liability for any damage of personal injury caused by our staff is listed below. The client undertakes to carry out an immediate inspection after the cleaning work has been carried out, in order to establish whether any damage has been caused. Obvious cases of damage must be reported in writing immediately, and at the latest within a period of three days. All cases of damage and injury will be dealt with and paid for exclusively by our insurers. We have taken out public liability insurance against damage or injury for the following amounts: up to 1,000,000.00 EUR for personal injury, up to 500,000.00 EUR for damage to property and objects, for failure to provide suitable care or for damage due to bad workmanship, up to 50,000.00 EUR.

Miscellaneous
Ancillary agreements are only effective if they are made in writing.The contractor will store and process personal data in the normal way, and using data processing. An undertaking is given to abide by the regulations of the Federal Data Protection Law.
The place of jurisdiction shall be Berlin. Each of these regulations shall be valid in its own right.

Telephone and Telefax
Analog and ISDN

Hall:	Stand No.:
Exhibitor:	

Order Form 2012

Deadline: 4 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Phone:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de

Qty.	Description	Price each	Price total
	Rental period from ..... to		
	Date of installation:		
	Telephone connections without terminal		
.....	Analog connection without terminal (please mention if modem/Tele Cash is required)	130.00 EUR	..... EUR
	Telephone connections incl. one terminal each		
.....	Standard Telephone/Connection, cordless	155.00 EUR	..... EUR
.....	Standard Telephone/Connection, cable connected	145.00 EUR	..... EUR
.....	Telefax machine/Connection	275.00 EUR	..... EUR
.....	Telephone and Telefax machine/Connection	400.00 EUR	..... EUR
	ISDN Connection without terminal		
.....	ISDN standard line	230.00 EUR	..... EUR
	incl. installation ready for operation and work performed on site		
.....	Primary rate multiplex access	620.00 EUR	..... EUR
	as an feature, PABX access incl. installation ready for operations and work performed on site		
	ISDN Terminals		
.....	ISDN terminal equipment	63.00 EUR	..... EUR
.....	ISDN facsimile equipment	190.00 EUR	..... EUR
	Other services		
.....	Call itemisation	10.00 EUR	..... EUR
.....	Complete Telephone units (e.g. central office unit)	upon request	
.....	Technical support, for every starting ½ hour each	75.00 EUR	..... EUR
	Cancellation charge / Express flat sums will be charged:		
	Cancellation charge (for connections cancelled not in time (pls. see overleaf)	60.00 EUR	
	Additional alterations/installation in the stand	60.00 EUR	
	Express flat sum 1 (in case of orders 48 hours before start of the event or later)	100.00 EUR	
	Express flat sum 2 (in case of orders 24 hours before start of the event or later)	200.00 EUR	

Tariff units: Charges are calculated at **0,12 EUR per time-based unit.**

If cable-connections are requested, please include an assembly sketch to identify the position of the equipment (please see form).The Exhibitor will be charged with additional charges for necessary alterations due to missing sketches).

../page 2 – Installation Guide Telephone and Fax

Page 2
Installation Guide for Telephone/Fax

Fax: +49(0)30/3038-1460 or 3039-0009143

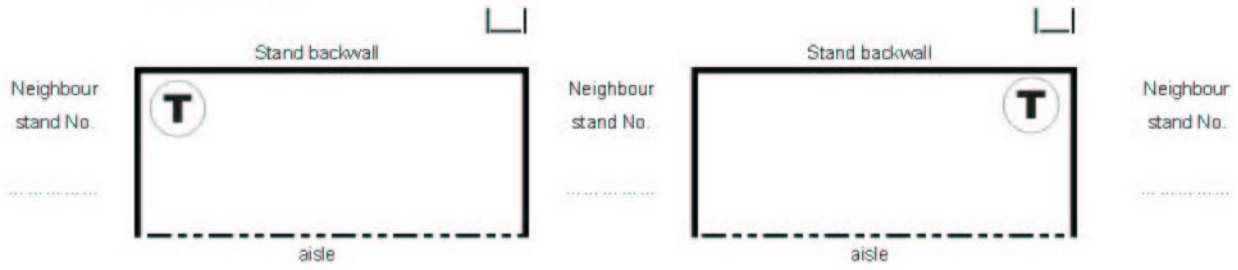
Hall	Stand No.
Exhibitor	

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

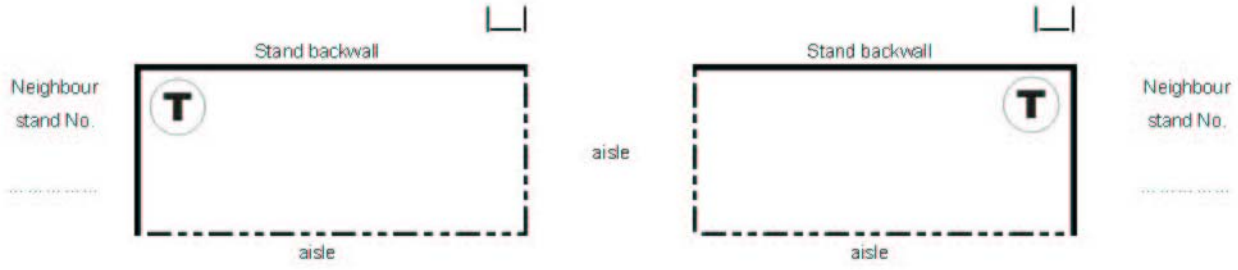
Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations.**

Standard installation for telephone, ISDN, Fax

In-line Stand



Corner stand



The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the inernal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| We are **not the exhibitor**. These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

As of: July 2011 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

General notes for telecommunications

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Notes on telecommunications lines

A locally installed PABX system provides the exhibition grounds and ICC with analogue and digital telecommunications lines. The following dialling restrictions apply:

Barred dialling codes

The following network dialling codes are not available

010	call by call / internet by call
012	innovative services
0190-0	premium rate services
0192, 0193	online services
0194 to 0199	
11880, 11881, 1188	information enquiries

Only those online service providers (prefix 0191) which bill users directly via the following customer access code are available

T-Online	0191011
Compuserve	019160
AOL	01914

Messe Berlin reserves the right to make modifications to the list of non-available and available dialling codes.

ISDN lines

ISDN lines correspond to the European ISDN standard (DSS1 D-channel protocol). For transferring data, B-channel bundling (2 × 63 KBit/s) is supported. A terminal device can make manual or automatic use of this feature.

Packet-switched data transfer according to X.31 (X.25 via ISDN D channel), e. g. as a means of transferring to the Datex-P network, is not supported.

Each ISDN S0 line can connect up to 8 terminal devices to an S0 bus. It is possible to install up to 8 MSNs (multiple subscriber numbers).

PSTN exchange prefix

A “0” prefix must be dialled before making any external calls. It is possible to configure the telecommunications line to omit the “0” prefix requirement (hotline configuration).

Enabling lines

Telecommunications lines will be enabled on the day prior to the beginning of the event and disabled on the day following the event. If the customer so requests, enabling/disabling can be carried out on a daily basis

Availability of telecommunications services (stand construction/dismantling)

Stand construction/dismantling can take place between 8 a. m. and 8 p. m. prior to, during and following the official days of an event.

In the case of an application for telecommunications services being made at least 4 weeks in advance of the start of the event, these services will be provided on time and free of charge.

In the case of applications which arrive after this date, providing these services will require additional time/labour. Depending on when the application is received, additional costs for express installation work will be incurred and subsequently billed.

Telecommunications system repair service

The telecommunications system repair service is available from Monday to Sunday between 8 a. m. and 8 p. m. In the case of repairs being required during the normal event opening hours, the service will be provided within a maximum waiting time of one hour.

Rental period

Orders for connections, lines and services should be made using the appropriate form, which should be returned by the specified deadline. Orders received after this deadline will be dealt with on a first come first served basis. Services and equipment will then only be provided according to the number of call numbers/ lines available.

All the necessary connections will be provided exclusively by Messe Berlin GmbH. The communication equipment and installations are provided on a rental basis. The rental period extends from the time the facilities begin operating until they are disconnected. Cancellation of connections that have already been registered should be made in writing no later than 4 weeks prior to the start of the event (date of postmark). A cancellation fee is payable for cancellations made after this time.

Retaining previous numbers

If you wish to be given the same numbers that you had at previous events you should state “previous number” on your application. This arrangement is, of course, only possible if the number in question is still available.

Responsibility for installing cables

Cable installation work for all communications equipment outside the rented stands may only be carried out by Messe Berlin GmbH or its appointed subcontractors.

Official approval of equipment

All equipment that is to be connected must comply with the Telecommunications Approval Regulations and must be approved by the official authority “Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen”. In the absence of such approval the applicant’s connections will be terminated at his own expense.

Liability

1. Subject to the following provisions (Sections 2 to 8) Messe Berlin – irrespective of the legal grounds – will only be liable for damage or injury caused as a result of its own gross negligence or that of its legal representatives.

2. If the damage or injury is due to the gross negligence of other persons employed by Messe Berlin, the latter’s liability towards individual users will be limited to 12,500 EUR, and liability towards the users in their entirety shall not exceed 5,000,000 EUR for each event causing damage or injury. If the multiple damages, due to the same event, exceed the stipulated maximum figure, the amount of damages payable shall be reduced in accordance with the ratio of the total clams for damages to the maximum figure.

3. Messe Berlin shall be liable for infringement of substantial contractual obligations, according to the merits of the particular case. Contractual obligations shall be considered to be substantial if compliance with them is of particular importance in fulfilling the purpose of the agreement (cardinal obligation). In the case of an infringement of a cardinal obligation the amount of liability shall be limited in accordance with Item “Liability”, Number 2.

4. The limitations on liability in accordance with Nos. 1 to 3 do not apply to the assumption of a guarantee in accordance with § 276 Section 1 BGB in cases in which warranted characteristics are lacking, to liability under the terms of the Product Liability Law, or to liability in the case of loss of life, physical injury or impaired health. The assumption of a guarantee or of the risks pertaining to the condition of an item in accordance with § 276 Section 1 BGB is only agreed if this has been expressly indicated as such by Messe Berlin GmbH and forms the subject of a written declaration.

5. Messe Berlin GmbH is not liable for damage which could have been avoided had the user saved the data in good time. Messe Berlin’s liability, irrespective of responsibility, for initial defects in the rented items (guarantee liability) is excluded.

6. Exhibitors shall be liable in accordance with the statutory provisions. Exhibitors are advised to take out suitable insurance. More details can be found in the exhibitors’ service folder. In the case of equipment that has been misplaced or destroyed, lessees shall be required to pay the manufacturer’s list price at the time the item is replaced, and in cases of damage the cost of the repair plus 10 % to cover additional expenses shall be payable.

7. Messe Berlin accepts no liability for damage or injury resulting from force majeure or from unforeseen, temporary conditions which are outside the control of Messe Berlin, and in particular which are due to official directives, the breakdown of communications networks, strikes or lockouts.

8. The rules concerning liability also apply to the personal liability of legal representatives, staff and other persons employed to carry out work or fulfil obligations.

Internet connections available on the exhibition grounds

A local high-speed data network (LAN) provides users with internet connections on the exhibition grounds.

This LAN connects to the internet via an external line at speeds of 155 Mbit/s. The maximum available bandwidth depends on the volume of traffic on this external line and on the performance of the entire internet backbone.

Article no.	Description	max. bandwith	max. terminals	IP-address	Special information
Broadband internet connection, bandwidth up to 10 Megabit/s, max. no. of terminals 24 **Standard internet connections** are supplied with non-public IP address. These connections offer unlimited surfing, e-mailing and file downloads and do **not** support a direct web presence on the internet, neither routers nor proxies, and only limited use of VPN. **Premium internet connections** are supplied with public IP address. These connections support a direct presence on the web (webcam, web servers etc.) from the exhibition grounds, include unlimited use of VPN connections, bidirectional file transfers and naturally surfing and e-mailing.					
INT_E3	**Standard broadband internet connection**	Up to 10 Mbit/s	24	non-public IP address	No router
INT_E1	**Premium broadband internet connection**	Up to 10 Mbit/s	24	public IP address	
Internet connection via S-DSL, bandwidth up to 3 Megabit/s, max. no. of terminals 4 **Economic internet connections** are supplied with non-public IP address. These connections offer unlimited surfing, e-mailing and file downloads and do **not** support a direct web presence on the internet, neither routers nor proxies and only limited use of VPN. **Business internet connections** are supplied with public IP address. These connections support a direct presence on the web (webcam, web servers etc.) from the exhibition grounds, include unlimited use of VPN connections, bidirectional file transfers and naturally surfing and e-mailing.					
INT_E4	**Economic internet connection**	Up to 3 Mbit/s	4	non-public IP address	No router
INT_E2	**Business internet connection**	Up to 3 Mbit/s	4	public IP address	
Wireless LAN internet connection **WLAN internet connections** are supplied with non-public IP address. This method of providing mobile access offers unlimited surfing, e-mailing and file downloads. These connections do not support a direct web presence on the internet, neither routers nor proxies and only limited use of VPN.					
INT_E5 INT_E6 INT_E7	**WLAN internet connection** rental period **up to 3 days** rental period **exceeding 3 days** rental period **for 1 day**	Up to 5 Mbit/s	1	non-public IP address	
INT_E56-M	**Additional WLAN internet connection** Rental period equal to that of primary connection INT_E5/INT_E6 More than 10 WLAN connections per offer				
Advanced Individually designed networks and services to customer specifications.					
	Individually designed network advisory service, planning and provision of an individually designed network (routing, switching etc.) to customer specifications anywhereon the exhibition grounds and in the ICC	Up to 1000 Mbit/s	As specified	As specified	

Cancellation /Express charge for orders/cancellations not in time:

WLAN cancellation charge (after receipt of order confirmation with access data) : 60,00 Euro (plus VAT)

Cancellation charge for wired connections (after installation of cable): 60,00 Euro (plus VAT)

Additional alterations/Installation in the stand: 60,00 Euro (plus VAT)

Express flat : (in case of order 1week before start of the event): 100,00 Euro (plus VAT)

For individual items, e.g. cabling on stand, IP addresses, network devices and installation services, see order form.
For a detailed description of specifications for the above items, see next page

Specifications for internet connections and single components

Standard - Broadband Internet connection - 10 Mbps

- **INT_E3** (specifications)
  Bandwidth up to 10 megabits/sec;access to a non-public IP address (automatically via DHCP); type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 5 data cables (3 to 5 metres supplied on hall floor); standard RJ45 plug connections at stand; flatrate

Premium- Broadband Internet connection - 10 Mbps

- **INT_E1** (specifications)
  Bandwidth up to 10 megabits/sec;access to a public IP address; type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 5 data cables (3 to 5 metres supplied on hall floor); standard RJ45 plug connections at stand; flatrate

Economic- S-DSL Internet connection - 3 Mbps

- **INT_E4** (specifications)
  (S-DSL = symmetrical DSL) bandwidth up to 3 megabits/sec (depending on location); access to a non-public IP address (automatically via DHCP); type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 3 data cables (3 to 5 metres supplied on hall floor); standard RJ45- plug connections and S-DSL modem at stand; Flatrate

Business – SDSL Internet connection – 3 Mbps

- **INT_E2** (specifications)
  (S-DSL = symmetrical DSL) bandwidth up to 3 megabits/sec (depending on location); access to a non-public IP address; type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 3 data cables (3 to 5 metres supplied on hall floor); standard RJ45- plug connections and S-DSL modem at stand; Flatrate

Single components

- **INT_E12-KR** (specifications)
  Installation LAN router hardware;
  Security router with integrated 4 port switch at internet connection for operating the user's own network; includes installation service (30 mins.) for installing/configuring the router to customer specifications; the router provides the following functions: Firewall, Network Address Translation (NAT. Demilitarized Zone (DMZ), Virtual Private Network (VPN), Dynamic Host Controll (DHCP)
- **INT_E12-WR** (specifications)
  Installation WLAN router;
  WLAN router with integrated security functions at internet connection for operating the user's own secure network; includes installation service (30 mins.) for installing/configuring the router to customer specifications; the router provides the following functions: Firewall, Network Address Translation (NAT. Demilitarized Zone (DMZ), Virtual Private Network (VPN), Dynamic Host Controll (DHCP)

Installation of LAN router and WLAN router hardware only at Internet connection Premium (INT_E1) or Business (INT_E2)!

- **INT_E14-8S** (specifications)
  Installation 8 port switch;
  8 port LAN switch (10/100 Mbps) at internet connection for operating
  user's own devices; includes installation service (30 mins.)
- **INT_E14-16S** (specifications)
  Installation 16 port switch;
  16 port LAN switch (10/100 Mbps) at internet connection for operating
  user's own devices; includes installation service (30 mins.)

Wireless LAN

WLAN-Account/internet connection,
WLAN primary connection; one user account (user name / pass word); bandwidth up to 5 megabit/sec;

- **INT_E5** (specification) **- for a rental period up to 3 days**
  a non-public IP address (assigned automatically via DHCP);
- **INT_E6** (specification) - **for a rental period exceeding 3 days**
  a non-public IP address (assigned automatically via DHCP)
- **INT_E7 -(**Separate connection) - **for a rental period of 1 day**
  a non-public IP address (assigned automatically via DHCP)

Optional package for Wireless LAN

- **INT_E56-M** (specification)

  Additional WLAN-Account/internet connection;
  Rental period equal to that of the primary connection; bandwidth up to 5 megabit/sec; a non-public IP address
  (assigned automatically via DHCP); more than 9 additional connections per offer.

Advanced

- specifications

  Planning, provision, supervision of complete networks
  Ranging from basic to complexe networks we can offer the following IT services for your exhibitor stand:
  - bandwidths up to 1 000 Megabit/sec at terminal devices
  - network devices: switches, router, WLANs and cabling on stand
  - network services: VoIP, IPTV
  - terminal devices: PCs, laptop and servers

As a rule orders must be placed at least 8 weeks prior to the installation date ort he beginning of the event

Cancellation / express charges for orders / cancellations not in time:

WLAN cancellation charge (after receipt of order confirmation with access data): 60,00 Euro (plus VAT)

Cancellation charge for cable connected accesses (after installation of cable.): 60,00 EUR (plus VAT)

Additional alterations/Installation in the stand: 60,00 EUR (plus VAT)

Express flat (in case of orders 1 week before start of the event): 100,00 EUR (plus VAT)

Internet Access

Hall:	Stand No.:
Exhibitor:	

Order Form 2012

Deadline: 4 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Phone:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de

Rental period: from …… to …… Installation date: ……

Please note:
Does the exhibitor wish to install his own network/terminal devices (WLAN, switches, routers, servers or cables)? If so, please supply details.

Product	Qty.	Order No.	Description	Price each	Price total
Broadband internet connection, bandwidth up to 10 Megabit/s for max. 24 terminals					
Standard	……	INT_E3	incl. a **non-public** IP address, flat rate volume tariff	610.00 EUR	..... EUR
Premium	……	INT_E1	incl. a **public** IP address, flat rate volume tariff	780.00 EUR	..... EUR
Internet connection via S-DSL, bandwidth up to 3 Megabit/s (depending on location) for max. 4 terminals					
Economic	……	INT_E4	incl. a **non-public** IP address, flat rate volume tariff	370.00 EUR	..... EUR
Business	……	INT_E2	incl. a **public** IP address, flat rate volume tariff	470.00 EUR	..... EUR
Other items	……	INT_E12-KR	LAN Router 4-Port, incl. installation (for access with public.IP only)	125.00 EUR	..... EUR
	……	INT_E12-WR	WLAN Router, incl. installation (for access with public.IP only)	395.00 EUR	..... EUR
	……	INT_E14-8S	8-Port Switch	80.00 EUR	..... EUR
	……	INT_E14-16S	16-Port Switch	101.00 EUR	..... EUR
	……	INT_E12-IP	Additional public IP address (for Internet access Premium o. Business)	70.00 EUR	..... EUR
	……	INT_E14-90K	Cat.5 cabling on stand, up to 90 m in length (laid in the cavity floor)	199.00 EUR	..... EUR
	……	INT_E14-20K	Cat.5 cabling on stand, up to 20m in length (laid over floor)	60.00 EUR	..... EUR
	……	INT_E14-TU	Technical/IT-Support (30 minutes each)	75.00 EUR	..... EUR
WLAN	……	INT_E5	Primary connection Wireless LAN Account, Internet access up to 3 days	155.00 EUR	..... EUR
	……	INT_E6	Primary connection Wireless LAN Account, Internet access more than 3 days	260.00 EUR	..... EUR
	……	INT_E56-M	Additional WLAN connection each	100.00 EUR	..... EUR

Cancellation / express charges for orders / cancellations not in time

WLAN cancellation charge (after receipt of order confirmation with access da ta)	60.00 EUR
Cancellation charge for cable connected accesses (after installation of cable.)	60.00 EUR
Additional alterations/Installation in the stand:	60.00 EUR
Express flat (in case of orders 1 week before start of the event)	100.00 EUR

In order to be able to supply you with the above items we require a sketch of your stand specifying the exact details of the locations of connections and terminal devices. (please see next page).

../page 2/Installation Guide Internet access

Page 2
Installation Guide Internet Access

Hall:	Stand-No.:
Exhibitor:	

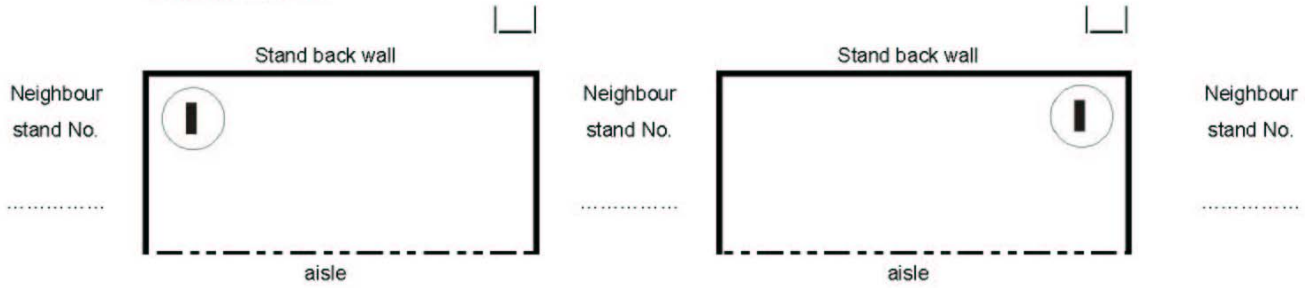
Fax: +49(0)30/3038-1460 or 3039-0009143

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

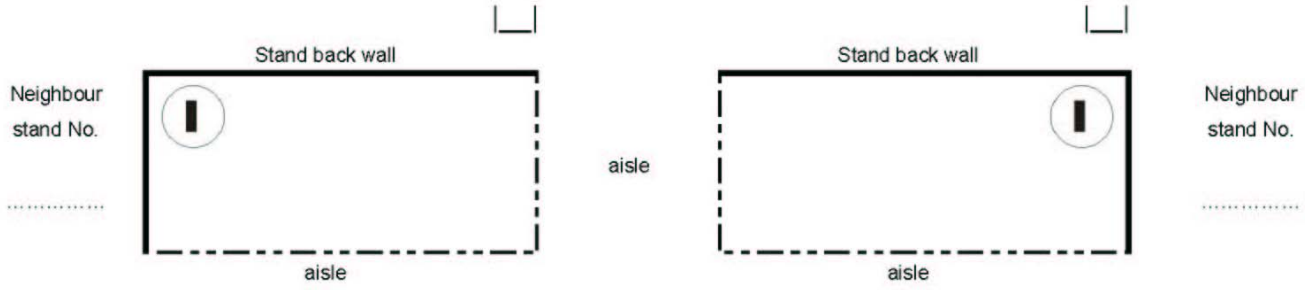
Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations.**

Standard installation for Internet access

Stand in row



Corner stand



The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Order number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| We are **not the exhibitor**. These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

General conditions for the use of Internet connections

Standard, Premium, Economic and Business

As of: June 2009

General notes

Depending on the site and position of the area around the internet connection, in individual cases the availability of the named products may be subject to restrictions. Supplementary products such as switches, routers, DSL modems and public IP addresses are only of limited availability. If orders for Internet connections are placed within the specified deadline, i.e. 4 weeks prior to the start of the event, the services will be supplied on time without incurring any additional costs. Orders received after the expiry of the deadline may not be available, or may only be available at an increased cost, which will be passed on to the party placing the order. If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand. The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectity justitiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Notes on LAN/internet lines175

Access to the internet is provided by a LAN on the exhibition grounds and a 34 Mbit/s extemal line to a POP (Point-of-presence: provider's internet Interface). Simultaneous access to the LAN and the extemal line is available to all users on the exhibition grounds. This infrastructure is a shared medium where all network users are able to access the same network components and lines, but must therefore share the 34 Mbit/ S bandwidth accessing the internet.
The Internet is a field of wide-ranging responsibilities and Messe Berlin GmbH cannot assume any guarantees regarding end-to-end bandwidth availability. The Messe Berlin GmbH network will be subject to varying levels of utilisation (bandwidth) by its users during exhibitions and congresses. Gateways to various internet providers and web service providers are outside the jursdiction and the responsibility of Messe Berlin GmbH.

Information about operating a WLAN on an internet connection

If intending to use your own WLAN please notify Messe Berlin in writing prior to the event.
Use of a WLAN can interfere with other radio systems. For this reason the Installation of such a WLAN on the Messe Berlin grounds is only permitted subject to the following conditions/stipulations:
The WLAN access points must be modified to avoid causing interference to other radio networks:

- Output adjustment: reduction of the output to a maximum of 30 mWatts
- Channel allocations: use of the free Channel 13 or of the channels made available by Messe Berlin for the respective halls
- Transmission of a fixed SSID containing a reference to the stand and/or company
- The provisions of Orders 89/03 and 35/2002 of BNA concerning the general allocation of frequencies in the case of WLAN radio usage must be comptied with at all times.

WLAN networks may only be used for the purposes of providing networks on one's own stand.. Allowing visitors access to the internet via a public WLAN system (HOTSPOT) is strictly prohibited. Infringements of these regulations will result in the immediate withdrawal of approval to use WLAN technology on the Exhibition Grounds and may also result in more far-reaching claims for damages.
The aforementioned provisions must be adhered to under all circumstances. In the event of infringement of these provisions or interference to the in-house WLAN system, Messe Berlin is entitled to require the user to adjust the parameters as necessary and, if there is continued interference, may insist that operations are suspended. Interference resulting from infringements of the afore-mentioned rules can cause considerable expense for Messe Berlin as well as damage to its relationship with users of the in-house WLAN network. Messe Berlin draws attention to the fact that, if interference is caused as a result of infringements to the rules and provisions stated above, it will charge its users accordingly for the additional costs incurred and the costs of any damage.

Special configurations — details to be clarified with Messe Berlin prior to an event

DHCP and DNS

The use of DHCP or DNS services is not permitted because this could impede the correct functioning of the internet connections of fellow exhibitors.
The laying of cables by users themselves, including the installation of active components (hubs, switches, routers or servers) is subject to approval by Messe Berlin GmbH, who must be notified accordingly in all cases. Messe Berlin GmbH reserves the right to close down any self-installations that have not received the necessary approval. In principle we shall only ensure that a functioning LAN/internet line is provided. If computers are not configured to the necessary requirements, then Messe Berlin GmbH shall be able to carry out adjustments (fees will depend on time/labour needed).
If interference within the network is proved to be due to a faulty configuration (PC, notebook, router, proxy etc.), then we may carry out adjustments/make configuration changes at your expense, and if necessary disable the systems/devices in question.

VPN solution

Due to the existence of different VPN technologies not every type of VPN operation can be guaranteed if used with NON-public IP addresses. If one's own VPN installation is being used Messe Berlin GmbH advises that products with official IP addresses should be ordered and used.

Two functional alternatives for internet access/operation:

For normal use, an IP address range which enables you to use all internet services and applications on your PC or notebook will be supplied. However this does **not** allow access to your system from the internet.
You will receive a non-public IP address. Internet access will be provided by means of a NAT (Network Address Translation).
You will require an official IP address in order to be accessible on the internet or to enable the following services to be provided:

- video-conferencing
- streaming
- router or proxy

(See order form E 3.1, Product INTO2 — Internet Premium)

Product availability:

Messe Berlin GmbH shall only be able to supply the products listed on condition that the relevant service(s) and the necessary technical facilities are available at the requested location (stand or hall).
In case of an application for LAN/internet lines services being made at least 4 weeks prior the event, these services will be provided on time and free of extra-charge. In case of application which arrive after this date, providing these services will require additional time/labour. Depending on when the application is received, additional costs for express Installation work will be incurred and subsequently billed.

Rental period

Orders for connections, lines and services should be made using the appropriate form, which should be returned by the specified deadline. Orders received alter this deadline will be dealt with on a first come first served basis. Services and equipment will then only be provided according to the number of call numbers/ lines available.
All the necessary connections will be provided exclusively by Messe Berlin GmbH. The communication equipment and installation are provided on a rental basis. The rental period extends from the time the facilities begin operating until they are disconnected. Cancellation of connections that have already been registered should be made in writing no later than 4 weeks prior to the start of the event (date of postmark). A cancellation fee is payable for cancellations made after this time.

Responsibility for Installing cables

Cable installation work for all communications equipment outside the rented stands may only be carried out by Messe Berlin GmbH or its appointed subcontractors.
All equipment that is to be connected must comply with the Telecommunications Approval Regulations and must be approved by the official authority "Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen" (BNA). In the absence of such approval the applicant's connections will be terminated at his own expense.

Liability

1. Subject to the following provisions (Sections 2 to 8) Messe Berlin - irrespective of the legal grounds - will only be liable for damage or injury caused as a result of its own gross negligence or that of its legal representatives.
2. If the damage or injury is due to the gross negligence of other persons employed by Messe Berlin, the latter's liability towards individual users will be timited to 12,500 EUROs, and liability towards the users in their entirety shall not exceed 5 000 000 EUROs for each event causing damage or injury. If the multiple damages, due to the same event, exceed the stipulated maximum figure, the amount of damages payable shall be reduced in accordance with the ratio of the total clams for damages to the maximum figure.
3. Messe Berlin shall be liable for infringement of substantial contractual obligations, according to the merits of the particular case. Contractual obligations shall be considered to be substantial if compliance with them is of particular importance in fulfilling the purpose of the agreement (cardinal Obligation). In the case of an infringement of a cardinal obligation the amount of liability shall be limited in accordance with Item `Liability", Number 2.
4. The limitations on liability in accordance with Nos. 1 to 3 do not apply to the assumption of a guarantee in accordance with § 276 Section 1 BGB in cases in which warranted characteristics are lacking, to liability under the terms of the Product Liability Law, or to liability in the case of loss of life, physical injury or impaired health. The assumption of a guarantee or of the risks pertaining to the condition of an item in accordance with § 276 Section 1 BGB is only agreed if this has been expressly indicated as such by Messe Berlin GmbH and forms the subject of a written declaration.
5. Messe Berlin GmbH is not liable for damage which could have been avoided had the user saved the data in good time. Messe Berlin's liability, irrespective of responsibility, for initial defects in the rented items (guarantee liability) is excluded.
6. Exhibitors shall be liable in accordance with the statutory provisions. Exhibitors are advised to take out suitable insurance. More details can be found in the exhibitors' service folder. In the case of equipment that has been misplaced or destroyed, lessees shall be required to pay the manufacturer's list price at the time the item is replaced, and in cases of damage the cost of the repair plus 10 % to cover additional expenses shall be payable.
7. Messe Berlin accepts no liability for damage or injury resulting from force majeure or from unforeseen, temporary conditions which are outside the control of Messe Berlin, and in particular which are due to official directives, the breakdown of communications networks, strikes or lockouts.
8. The rules concerning liability also apply to the personal liability of legal representatives, staff and other persons employed to carry out work or fulfil obligations.

Security and data security

Data will be transferred in uncoded form between the users' terminals and the internet using a local area network (LAN) in place on the Exhibition Grounds. Consequently it may be possible for third parties to view personal data. Messe Berlin GmbH does NOT undertake protective measures within the scope of the LAN, such as the use of firewalls, encoding and virus scanners.
Users must undertake suitable measures of their own, for which they are themselves responsible, to protect against data theft, attack by viruses or worms, or unauthorised access to the system. Suitable state of the art measures consist, for example, of:

- adequate password protection for the operating system
- the use of current security patches for the operating systems
- virus scanners with a current virus database
- firewalls (hardware or software)
- the use of VPN and SSL connections
-

Any claims for damages resulting from the use of an unprotected computer system are excluded, provided that the event causing the damage is not the result of wilful intent or gross negligence on the part of Messe Berlin GmbH.
Use of the internet, which accessible to the public, shall be at the user's own risk. The user is solely responsible for any damage to his hardware or software, and for loss of data or other forms of loss which can be traced back to his use of these services, provided that the event causing the damage is not due to wilful intent or gross negligence on the part of Messe Berlin.
Steps must be taken to ensure that any terminals which are connected cannot adversely affect operation of the LAN or the internet.
The user is required to check that his hardware is provided with up-to-date security patches or to activate the security settings for his system as recommended by the manufacturers, as well as ensuring that other security systems and devices (firewall, anti-virus protection etc.) are used. In this respect the latest manufacturers' recommendations regarding security and service levels must be observed. The user is liable for damages resulting from infringements of these security obligations.
Messe Berlin reserves the riht to disconnect ports and sockets or even entire terminals if the connected equipment jeopardises the interference-free operation of the platform. As a rule such action will be taken 30 minutes after the order is given by telephone to eliminate the fault or the interference. If an acute risk to the operational capabilities of the internet platform exists, disconnection may take place without any prior announcement.

General conditions for the use of internet connection WLAN

As of: August 2009

1. Subject

The following provisions govern the use of the WLAN (Wireless Local Area Network) service of Messe Berlin GmbH (hereinafter referred to as “Messe Berlin”). Messe Berlin offers this service under the term “Messe Berlin WLAN”. Terms and conditions that differ from those stated here are not applicable, even if Messe Berlin does not explicitly deny their validity.

2.1 Services provided by Messe Berlin/service description

Messe Berlin offers users pay access to the Internet via WLAN at selected locations and within the scope of technical and operational capabilities. WLAN is a wireless technology for data transmission. The network can achieve net bit rates of 5– 6
Mbits/sec. These bit rates represent the maximum value and can vary depending on the level of system utilization. There is no guarantee of a minimum bit rate. The frequency range used for the WLAN is not subject to a licence and is also used for other purposes (e.g. Bluetooth) and consequently no guarantees can be given regarding freedom from interference or the minimum quality of radio transmissions.

2.2 The coverage of the Messe Berlin WLAN system is limited to the halls of the exhibition grounds. Coverage in other specially marked areas of Messe Berlin (including the ICC and the Press Center) is a fee-based service provided by
T-Mobile Deutschland GmbH and is not covered by this agreement.

Due to the current state of WLAN technology, complete coverage of all areas cannot be guaranteed. Messe Berlin endeavors to provide the most complete coverage possible within the scope of what is technically and operationally feasible.

2.3 Users may gain WLAN access to the internet using a WLAN-enabled terminal **(WiFi Standard)** operating in accordance with the IEEE 802.11b standard. The provisions of Orders 89/03 and 35/2002 of RegTP concerning the general allocation of frequencies in the case of WLAN radio usage must be complied with. **Allowing visitors access to the internet via a public WLAN system (HOTSPOT) is strictly prohibited.** Infringements of these regulations will result in the immediate withdrawal of approval to use WLAN technology on the Exhibition Grounds and may also result in more far-reaching claims for damages.

2.4 The services described in Section 2.1 can be utilized for the fees listed in the currently valid exhibitor service folder.

2.5 The access points provide access to the Internet. Communication between clients through a single access point or between two access points is not possible.

2.6 Roaming between the access points is only possible within the exhibition hall.

3. User duties and obligations

3.1 When applying for WLAN access, users are obliged to provide complete and accurate information.

3.2 Users are solely responsible for the security and secrecy of the login information assigned to them. This includes the SSID, user name and password combination.

4. Complaints

Complaints concerning the ordered services are to be submitted in written form to the following address: MB Capital Services GmbH, Thü ringer Allee 12/12A, 14052
Berlin, Germany. Complaints filed at a later date will be excluded. Messe Berlin is obliged and entitled to subsequent improvement. Rescission of the contract or abatement of the purchase price is admissible if subsequent improvement fails.

5. Duration

5.1 Users are provided access for the duration according to the customer order.

5.2 Messe Berlin reserves the right to disable an existing WLAN connection if the user violates the terms of this agreement or other legal restrictions. After access has been disabled, Messe Berlin reserves the right to claim full payment for the initiated access period.

6. Security and System Integrity

6.1 The data transmitted between the users’ laptop/PDA and Messe Berlin access points is unencrypted. Hence, it may be possible for third parties to access data transmitted from laptops/PDAs using the Messe Berlin WLAN. Messe Berlin does NOT guarantee security for data transmission within the WLAN.

6.2 Ensuring the security of this data is the responsibility of the users themselves
(e.g. VPN Client or SSL encoding). Finally, any liability on the part of Messe Berlin is regulated by the terms of Item 7.

6.3 Use of the internet, which accessible to the public, shall be at the user’s own risk. Unless Messe Berlin is liable under the terms of Item 7, users themselves shall bear responsibility for damage attributable to use of the WLAN service, and especially for damage to their hardware or software, or for damage due to loss of data.

6.4 Messe Berlin will provide the user with **transparent** internet connections. Steps must be taken to ensure that any terminals which are connected cannot negatively affect operation of the internet platform.

The user is required to check that his hardware is provided with up-to-date security patches or to activate the security settings for his system as recommended by the manufacturers, as well as ensuring that other security systems and devices (firewall, anti-virus protection etc.) are used. In this respect the latest manufacturers’ recommendations regarding security and service levels must be observed. The user is liable for damages resulting from infringements of these security obligations.

6.5 Messe Berlin reserves the right to disconnect ports and sockets or even entire terminals if the connected equipment jeopardises the interference-free operation of the platform. As a rule such action will be taken **30 minutes** after the order is given by telephone to eliminate the fault or the interference. If there is an acute risk to the operational capabilities of the internet platform, disconnection may take place without any prior announcement.

7. Liability

7.1 Messe Berlin only provides internet access via the WLAN. Any such content that may be accessed will not be examined by Messe Berlin. In particular Messe Berlin will not check for harmful software (e.g. viruses). If not expressly marked otherwise, all content accessed by the user via the WLAN contains content from other sources as defined by § 5 Section 3 Teledienstegesetz (Telecommunications Services Law). Messe Berlin provides no guarantees and accepts no liability for the correctness or completeness of the content offered by itself or by third parties.

7.2 Save for the provisions of Items 7.3 to 7.7, Messe Berlin – irrespective of the legal grounds – will only be liable for damage or injury caused as a result of its wilful intent or of the gross negligence of its legal representatives or supervisory employees.

7.3 If the damage or injury is due to the gross negligence of other persons employed by Messe Berlin, the latter’s liability to individual users will be limited to 12,500 EUROs, and liability to the users in their entirety shall not exceed 5,000,000
EUROs for each event causing damage or injury. If the multiple damages, due to the same event, exceed the stipulated maximum figure, the amount of damages payable shall be reduced according to the ratio of the total clams for damages to the maximum figure.

7.4 Messe Berlin shall be liable for infringement of substantial contractual obligations, according to the merits of the particular case. Contractual obligations shall be considered to be substantial if compliance with them is of particular importance in fulfilling the purpose of the agreement (cardinal obligation). In the case of an infringement of a cardinal obligation the amount of liability shall be limited in accordance with Item 7.3 .

7.5 The limitations on liability in accordance with Nos. 7.2 to 7.4 do not apply to the assumption of a guarantee in accordance with § 276 Section 1 BGB in cases in which warranted characteristics are lacking, to liability under the terms of the Product Liability Law, or to liability in the case of loss of life, physical injury or impaired health. The assumption of a guarantee or of the risks pertaining to the condition of an item in accordance with § 276 Section 1 BGB is only agreed if this has been expressly indicated as such by Messe Berlin GmbH and forms the subject of a written declaration.

7.6 Messe Berlin GmbH is not liable for damage which could have been avoided had the user saved the data in good time.

7.7 Messe Berlin’s liability, irrespective of responsibility, for initial defects in the rented items (warranty liability) is excluded.

7.8 Messe Berlin accepts no liability for damage or injury resulting from force majeure or from unforeseen, temporary conditions which are outside the control of Messe Berlin, and in particular which are due to official directives, the breakdown of communications networks, strikes or lockouts.

7.9 The rules concerning liability also apply to the personal liability of legal representatives, staff and other persons employed to carry out work or fulfil obligations.

8. Data protection

The data provided in the application process for the user name/password combination are used exclusively for the application process, for organizational purposes or amendments related to the services described above. Specifically, no data will be passed on to third parties. Users have the right to view their personal data maintained by the service provider free of charge at any time. After the contractual relationship ends, all data will be immediately erased, as soon as this information is no longer needed for transactions connected with the contractual relationship. Data disseminated through the use of the Internet is not covered in the data protection provided by Messe Berlin.

9. Other conditions

9.1 Supplementary verbal agreements are not valid.

9.2 Messe Berlin may transfer the rights and obligations stipulated in this agreement to an affiliated company without the consent of the participant. In this case, participants have the right to terminate the agreement without notice.

9.3 This agreement is subject to German law to the exclusion of UN commercial law.

Water Installations

Hall:	Stand No.:
Exhibitor:	

Order Form 2012

Deadline: 4 weeks prior to the event *)

***)** For advanced construction the deadline is **1 week prior to the individual construction period.**

Orders which are placed within the last week prior to the construction period are **subject to a 20 % surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-00091 43**; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Halls 1 to 7, 25, 26:**
Phone: +49(0)30/3038-5751 or +49(0)177/3445495, **E-Mail:** wieneke@messe-berlin.de
Halls 8 to 24:
Phone: +49(0)30/3038-5771 or +49(0)172/3014922, **E-Mail**: wieneke@messe-berlin.de

Qty.	Order No.	Description	Price each	Price total
		Basic water connection (up to floor level) (A charge will be made for at least 1 supply pipe, 15 mm dia., and 1 drain, 50 mm dia.; excluding hired items)		
.....	82147	**Normal tap connection, 15 mm supply piping**	99,00 EUR	..... EUR
.....	82148	Supply piping, 20 mm	131.00 EUR	..... EUR
.....	82149	Supply piping, 25 mm	134.00 EUR	..... EUR
.....	82151	**Normal connection, 50 mm drainage piiping**	211.00 EUR	..... EUR
.....	82152	Drainage piping, 70 mm	277.00 EUR	..... EUR
.....	82153	Drainage piping, 100 mm	319.00 EUR	..... EUR
.....	94898	**Grease separator**, 0,5 ltr/sec., complete hire charge	1.395.00 EUR	..... EUR
		Surcharge for pipe lenghts over 3 m (over floor) material, installation and dismantling		
.....	82155	Supply piping, NW 15 mm, per runn. metre	22.30 EUR	..... EUR
.....	82156	Supply piping, NW 20 mm, per runn. metre	27.00 EUR	..... EUR
.....	82159	Drainage piping, NW 50 mm, per runn. metre	20.70 EUR	..... EUR
.....	82160	Drainage piping, NW 70 mm, per runn. metre	23.60 EUR	..... EUR
.....	82163	**Basic Water Connection – Kitchenette** Kitchenette for hire please see „Installation on the Stand“ Water supply 15 mm, drainage 50 mm	379.00 EUR	..... EUR
.....	94920	**Additional water supply for dishwasher DN 15/50** including installation of dishwasher	280.00 EUR	..... EUR
		Charges for Installation/Assembly on the stand (without hire for items; items for hire see below)		
.....	82164	Single sink	89.30 EUR	..... EUR
.....	82166	Double sink	97.00 EUR	..... EUR
.....	82167	Bar counter	97.00 EUR	..... EUR
.....	82168	Water boiler	35.00 EUR	..... EUR
.....	82169	Hot water geyser	67.50 EUR	..... EUR
.....	82170	Bar counter tap	19.00 EUR	..... EUR
.....	82171	Fixed or swivel faucet	19.00 EUR	..... EUR
.....	82172	Single-hole sink battery	19.00 EUR	..... EUR
.....	82173	Coffee machine	50.00 EUR	..... EUR
.....	82174	Dishwashing machine	48.00 EUR	..... EUR
		Items for Hire (Hire charges do not include installation)		
.....	82176	Single sink, Nirosta stainless steel incl. base	37.50 EUR	..... EUR
.....	82177	Double sink, Nirosta stainless steel incl. base	67.50 EUR	..... EUR
.....	82178	Water boiler, 5 l/2 kW	45.00 EUR	..... EUR
.....	82179	Hot water geyser, 18 kW	70.50 EUR	..... EUR
.....	82180	Double or bar counter tap	18.50 EUR	..... EUR
.....	82181	Fixed or swivel faucet	7.00 EUR	..... EUR
.....	82182	Single-hole sink battery	14.80 EUR	..... EUR
.....	82183	Kitchenette incl. single sink, refrigerator, 2 hot plates and water boiler	230.00 EUR	..... EUR
.....	94919	Professional dishwasher (for installation pls. see. item 94920)	750.00 EUR	..... EUR

Independently executed assembly work within the false floor area is not permissible. Water installations can be provided on the open-air grounds but their availability is limited and they are subject to increased costs. Therefore individual arrangements must be made in each case if installations are required on the open-air grounds.

../page 2/Installation Guide Water Installation

Page 2
Installation Guide for Water Installations

Hall	Stand No.
Exhibitor	

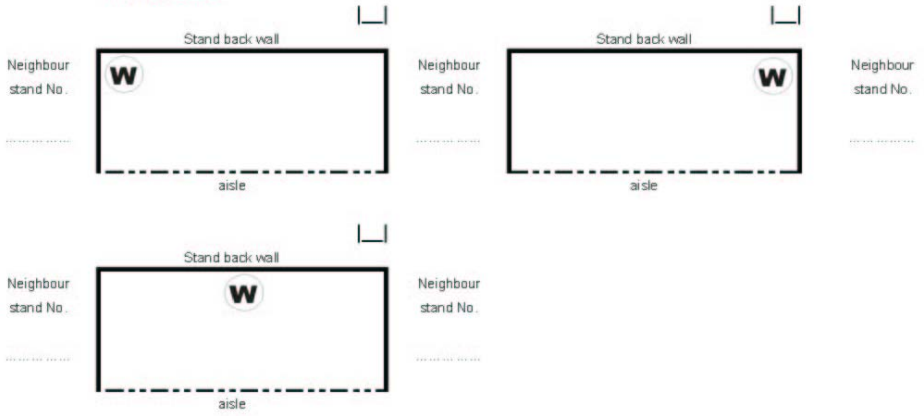
Fax: +49(0)30/3038-1460 or 3039-0009143

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

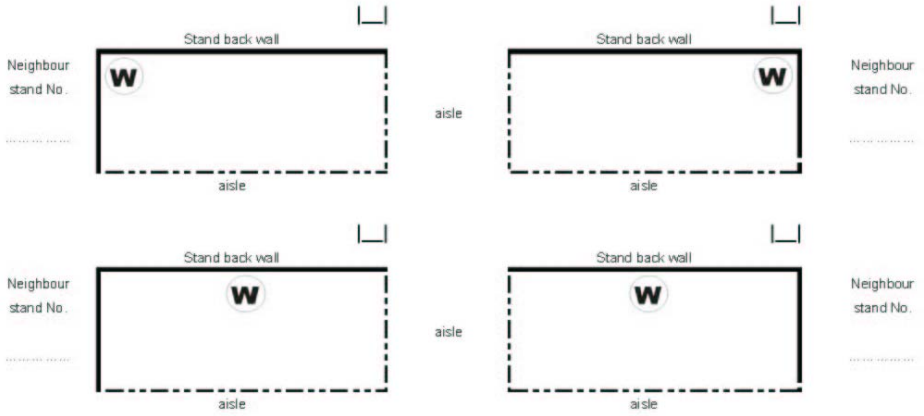
Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution.
Space for sketch for disposition of technical installations required as listed overleaf.

Standard installation for water supply and drainage

In-line Stand



Corner stand



The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the inernal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We order **on behalf of the exhibitor** (the written confirmation of coverage of costs is available).	|__| We are **not the exhibitor**. These services have to be charged to the above mentioned address.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

General Guidelines for Installations (Water, compressed air, vapour extractors, gas Installation)

All orders for assembly or hire equipment must be in writing. For installation work with proof of work the following hourly rates will be charged (plus surcharge in force of tariffs): Foreman: EUR/h 42.80, Plumber: EUR/h 38.70, Helper: EUR/h 32.60.

If an order is placed by a hirer after the application deadline of which he has been notified, the installation company provides no guarantees that delivery and assembly can be made in time or in full. If the work can still be carried out in such cases, the order is subject to a 20 % surcharge for the additional costs involved.

The entire material is hired and remains the property of the installation company. The hirer is liable for damage or loss to the items hired, including any such damage or loss due to force majeure, even if such damage or loss has been caused by third parties. Liability commences with the delivery of the items to the stand, and ceases with their collection by us, even if the exhibitor has already left the stand. In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fullfilled when installed on the stand. The installation company is not obliged to check the credentials of the personnel on the stand when excecuting the assembly work.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complains. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful. The exhibitor will be charged with additional charges for necessary alterations due to missing sketches. The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke,
VAT Id No. DE 136629714, Tax No. 453/04182

Playing/Performing Music at Trade Fairs and Exhibition

Registration MES/AUS

Fax: **+49(0)30/21992-588**
Mailing address: GEMA-Bezirksdirektion Berlin, Postfach 304030, 10728 Berlin, Germany
For technical queries: **GEMA, Phone:** +49(0)30/21292-598**; E-Mail:** bd-b@gema.de
Bezirksdirektion Berlin, Keithstraße 7, 10787 Berlin, Germany

For exhibitors from abroad: Please send your application to the above mentioned address.

For exhibitors from Germany: Your application will be passed on to the appropriate regional head office. You may also send your application directly. The corresponding addresses and contact details you will find overleaf as well as under: http://www.gema.de/der-verein-gema/adresse/bezirksdirektion.

1. Company details

Name: ……..
Head office: ……
Street: ……
City: ……
VAT Reg. No.: ……..

Person to contact at company:
Name: ……
Dept.: .....
Phone: .....
E-Mail: ……

2. Trade fair/exhibition details

Description: ……..
City: ……
Duration: ……

Hall No.: .....
Stand No.: .....
Stand area in m²: .....

3. Music to be played/performed as follows:

3.1 At stand
☐ Radio ☐ Audio media
(cassette recorder/DC player/MP3 etc.)

3.2 Playing of audiovisual content
☐ TV broadcast No. of screens: ……..
☐ imanges protected on large screen No. of screens: ……..
☐ using wall equipped with monitors No. of walls: ……
No. of monitors per wall: ……
☐ Video/DVD screening No. of screens: ……..
☐ projected on large screen No. of screens: ……..
☐ using wall equipped with monitors No. of walls: ……..

3.3 Multimedia applications
☐ Computer Overall total: ……..
☐ using multimedia applications, internet and otherwise total: ……..

3.4 Live playing/performing
(e.g. singers, dancers, musicians, other)
☐ yes Number of performances/daily : ……
☐ on all days ☐ only on: ……

3.5 Musical jingles
(e.g. lottery show, promotion campaigns, other)
☐ yes Number of performances/daily : ……
☐ on all days ☐ only on: ……

3.6 Parties at stand, iformal get-togethers after 6 p.m.
☐ yes date: ……
☐ with Live music ☐ audio media (CDs etc.)
Charges for using music: ……
Number of invited guests: ……..

3.7 Events outside the exhibition grounds
☐ yes date: ……
☐ with Live music ☐ audio media (CDs etc.)
Charges for using music: ……
Number of invited guests: ……..
Details of location: ……

4. Issuing of licences for business films and screening of audiovisual content
(see items 3.2 and 3.3)

Has a licence been issued for screening in public?

☐ yes ☐ no
(it is necessary to enclose copy of licence)

Place, date Stamp Signature

Information for Exhibitors

GEMA – Playing/performing music protected by copyright

Any body who makes music available to the general public in Germany is normally automatically a customer of GEMA. In the case of radio and television broadcasters, cinemas or companies who produce audio visual media, the situation is easily understood and clear.

However, all organisers of music to be played/performed in public, and thus exhibitors who intend to play/perform music, or TV broadcasts and/or videos/DVDs at their stand, are also customers of GEMA.

In this context, German copyright law states: “Playing/performing a work is an act which is public whenever it is intended for several persons, unless such a group of persons is specifically delimited and either its members have personal links with each other by way of personal links with the organiser, or they have personal links with each other as such.”

In simpler terms this means that virtually every situation in which one or more persons listen to music together is public.Thus a celebration at a stand also takes place “in public”.

For this reason, registrationis required in order to play/perform music protected by copyright. GEMA is obliged to issue such a licence. That is to say that after an applicant has handed in his registration in the correct way, a licence will be issued automatically. The arrival of a bill for fees to be paid is tantamount to approval. If you play/perform music without registering for a licence, then on behalf of GEMA we hereby expressly draw your attention to GEMA's right to lodge claims for damages.

If you wish to query the amounts charged by GEMA, as to whether they are fair and reasonable, then you may do so by having either a court or the arbitration tribunal of the German Patent Office review them. However, it should be noted that GEMA does take care to ensure that the fees charged to all concerned are fair and reasonable. On the one hand GEMA is subject to inspections by the state. On the other hand, for virtually every type of fee charged, an agreement exists between GEMA and such bodies who represent the interests of those who play/perform music.

GEMA registration
Please return the filled form to GEMA-Bezirksdirektion Berlin alternatively to your responsible regional head office or, to register without a form, list how music will be played/performed (how often, date, duration, whether music is to be played or performed). GEMA will send you the appropriate forms, and charge you a licence fee according to the details you have specified.

Fee category WR-VR-MES for works played from the GEMA repertoire, for entertainment purposes, not in the sense of organised events, at trade fairs and exhibitions
Each item subject to additional 7 % VAT (fees charged outside Germany are exempt)
Details valid for 2011. We reserve the right to make changes for 2012.

1. audio media	per Stand EUR 18.24/day	**4. visual media**	
2. radio broadcasts	per Stand EUR 14.75/day	4.1 per monitor	EUR 31.63/day
3. television broadcasts		4.2 per large video screen or per wall	
3.1 per TV set	EUR 7.74/day	equipped with video screen up to 100 m²	EUR 63.25/day
3.2 per large video screen or per wall equipped with monitors up to 100 m²	EUR 14.75/day		

Please note:
According to § 15 and subsequent sections of German copyright law, dated 9.9.1965, GEMA approval is required to publicly play/perform music protected by copyright.

The fees which apply in order to be granted a licence to make use of copyright and performance protection rights are scaled according to how music is played/performed and, where applicable, the area of the exhibition stand.
The amounts quoted above include all extras charged by the GVL (Collecting Society for Neighbouring Rights) and the VG Wort collecting society.

GEMA is represented allover Germany. In case of queries please contact your regional head office. Our advisers will at your disposal.

Bezirksdirektion Berlin Phone: (0 30) 2 12 92-0 Fax: (0 30) 2 12 92-7 95 E-Mail: bd-b@gema.de
Bezirksdirektion Dresden Phone: (03 51) 81 84-60 Fax: (03 51) 81 84-7 00 E-Mail: bd-dd@gema.de
Bezirksdirektion Hamburg Phone: (0 40) 67 90 93-0 Fax: (0 40) 67 90 93-11 E-Mail: bd-hh@gema.de
Bezirksdirektion NRW Phone: (02 31) 5 77 01-0 Fax: (02 31) 5 77 01-1 20 E-Mail: bd-nrw@gema.de
Bezirksdirektion Nürnberg Phone: (09 11) 9 33 59-0 Fax: (09 11) 9 33 59-2 54 E-Mail: bd-n@gema.de
Bezirksdirektion Stuttgart Phone: (07 11) 22 52-6 Fax: (07 11) 22 52-8 00 E-Mail: bd-s@gema.de
Bezirksdirektion Wiesbaden Phone: (06 11) 79 05-0 Fax: (06 11) 79 05-1 97 E-Mail: bd-wi@gema.de

INTERCONGRESS

inspires. effects!

German Congress of Orthopaedics
and Trauma Surgery
Traide fair grounds / ICC Berlin, October 23-26, 2012

F. 19.

Faxform please return ONLY IF NECESSARY until August 23, 2012 to:

Intercongress GmbH
Julia Hennen, Wilhelmstraße 7, 65185 Wiesbaden, GERMANY
Phone: +49 611 97716-60 Fax: +49 611 97716-16
Julia.hennen@intercongress.de

ORDER FORM

Badges for set-up and dismantling

(Please send back ONLY IF NECESSARY)

Company: _____

Contact person: _____

You will receive 1 badge for set-up and dismantling per 3 sqm exhibition space FREE OF CHARGE, which will be sent to you 14 days prior to the first set-up day of exhibition without further notice.

Should you require further badges for set-up and dismantling for your stand builder or personnel, you can order them here until August, 23, 2012:

❒ We need further ..... badges for set-up and dismantling at € 50,- per badge plus VAT.

Because of safety reasons it is absolutely essential to wear the badges at ALL TIMES during set-up and dismantling. The guards at the trade fair grounds and in the ICC are entitled to ask you to show your badge at any given time.

Please distribute your badges for set-up and dismantling to the relevant people and remind them to wear them ALWAYS. – Thank you!

_____ _____

Place, Date Stamp, signature

INTERCONGRESS

inspires. effects!

German Congress of Orthopaedics
and Trauma Surgery
Traide fair grounds / ICC Berlin, October 23-26, 2012

F. 20.

Faxform please return to:

Intercongress GmbH
Julia Hennen, Wilhelmstraße 7, 65185 Wiesbaden, GERMANY
Phone: +49 611 97716-60 Fax: +49 611 97716-16
Julia.hennen@intercongress.de

ORDER FORM

Tickets for congress party
"Salsa, Samba, South America!"

Venue:	Berliner Congress Centrum, Alexanderstr. 11, 10178 Berlin-Mitte
Date:	Thursday, October 25th, 2012
Bus transfer:	18:45h from Hotel Concorde, Augsburger Str. 41, Berlin-Charlottenburg 18:45h from Registration counter, hall 17 (courtyard of the fairgrounds) From 23:30h to Hotel Concorde and fairgrounds
Entry time:	from 19:30h
Prize:	60,-€ per person (incl. bus transfer, buffet, beverages and entertainment) (free entry for children under 18 years)

Company: _____

Contact person: _____

Address for invoice: _____

_____

❒ We order ..... tickets for the congress party at € 60,- per person.

Paid tickets will be sent out 4 weeks prior to the congress to the above mentioned address and contact person.

_____ _____

Place, Date Stamp, signature